



# HASSRA

## Annual Conference

Thursday 20 May 2010, Royal York Hotel

### 1. Attendees and apologies

1.1 A list of attendees is shown at Annex 1.

1.2 Apologies for absence were received from the following members of the Council:

Sir Geoffrey Otton (Life Vice-President)  
Roy Alder (Life Vice-President)  
Robin Heron (Life Vice-President)  
Matthew Fennell (Finance Committee)  
Jas Tamber (East and West Midlands Regional Business Partner)

1.3 Dave White, National Chairman, welcomed everyone to the Conference. All present were encouraged to participate fully in the meeting whilst observing the necessary protocols provided in the HASSRA Rules of Debate paper.

1.4 Before moving to the formal business on the agenda Dave White recorded the Associations appreciation to Bernie Keay, out-going Chairman, for his leadership over the past 8 years.

### 2. Minutes of the 2009 Conference

2.1 The minutes of the 2009 National Conference, held on 12 May 2009, had been circulated to Associations on 6 July 2009.

2.2 There were 3 action points from the 2009 minutes:

AP01: AC to submit a paper to BOM relating to the Major Awards process  
The question was asked in Oxford how, with the best newsletter category, the AC judged electronic submissions.

The AC agreed to put a paper to BOM which would address all concerns over the full Major Award nomination process to include the existing criteria, and suggest proposals for consideration. **Update:** The AC's recommendations were seen and agreed by the EC and BOM and the revised guidance circulated on 4 December 2009. AP cleared.

AP02: HCS to amend the Constitution to reflect changes approved in Motion 1.

This Motion introduced a formal process to appoint the EC chair at conference. **Update:** The Constitution was amended and approved by Leigh Lewis as President of HASSRA. However there was a motion to 2010 conference suggesting a further change to this process. AP cleared

AP03: Amend badminton date in 2009/10 business plan and publish. It was pointed out that an incorrect date for the national badminton was included in the 2009/10 business plan. **Update:** This was amended and the business plan was published. AP cleared.

2.3 With no amendments required the minutes were approved. They were Proposed by Phil Jenkins (FC) and seconded by Maggie Ritchie (Scotland and North East).

### **3. Annual Report and Accounts**

3.1 A copy of the draft 2009/10 Annual Report with Association accounts was issued on 22 April 2010.

3.2 Craig Lewis (Operations Director) introduced the Report and expressed BOM's gratitude to everyone who had played a part in delivering the Association's business during 2009/10. He acknowledged that it had been a year of exceptionally difficult challenges and proceeded to highlight some of the key achievements described within the annual report with the assistance of Dave Lees, John Weeks and Terry Green.

#### Board of Management (BOM)

3.3 Craig spoke about the BOM's activity over the year and highlighted four strands of activity:

##### Modernisation

3.4 Craig explained that the national team, like every other business unit in DWP had had to reduce its headcount and in managing this, the Board and Management Team had sought to protect as much as possible the services provided to members.

3.5 A new organisation was introduced based on pairing of regions and centralisation of back-office functions. This enabled the national team to get the best value from its limited resources and the new structure could not have worked without the support of regional chairs and volunteers.

3.6 New systems were introduced to raise productivity and make best use of our limited resources. These included:

- a new single membership database,

- improved MI to better understand our outputs and performance
- internet banking to reduce inefficient clerical working
- continue to pursue the SAGE on-line accounts package, although there are difficulties in finding a commercial package which can meet the Government's extremely exacting security requirements.

## Membership benefits and services

3.7 Craig reported that the association continues to deliver a varied programme of events and membership benefits, including:

- over 21,000 members participated in national and regional events and each received subsidies of £13.25
- 10,000 members entered 'fun & free' competitions and the lucky 44 winners enjoyed prizes with an average value of £400
- 4,000 members and their families attended Family Fun Days Out at a cost of £45,000 to the Association
- members bought almost 230,000 cinema and theme park tickets, saving over £780,000 on the face value

## Recruitment

3.8 Craig outlined that across the period of the DWP Live Well Work Well (LWWW) launches, when the association had unprecedented access to staff, a net extra 6,000 members were recruited, bringing our total membership up from 65,000 to 71,000. This was a huge turnaround after years of decline in total membership and represents a massive pay-off from supporting sponsors in delivering their wellbeing policies.

## Volunteer development

3.9 Craig advised that a huge effort has been put into volunteer development and recruitment. He stressed that as a voluntary association, our future rests with volunteers and the association needs to keep recruiting them, developing them and recognising their contributions and this is what our new volunteer development framework aims to do.

3.10 Finally, Craig reported that the national BOM has supported our volunteer development through funding for presentations on volunteer development by Running Sports at regional meetings and events.

3.11 Craig invited questions on the Report. Debra Allott (Yorkshire & The Humber) advised that the name of the winning Best Business Sponsor was missing from page 6 of the Report and this was noted.

**AP01: HCS to amend the draft annual report**

## **2009 Accounts**

3.12 Dave Lees (Acting Finance Director) recorded his thanks to Dawn McDonnell (former Finance Director), Finance Committee, Regional Finance Managers forum, Dave White, Bernie Keay and National Board for their support. He reported that once again the Association had enjoyed a successful year in financial terms, with the year end outturn showing an improvement on the original forecast. Although the association's reserves are slightly down on previous years this was part of the Board's strategy to manage reserves down to £1m. Dave highlighted the following points from the accounts:

- a. the LWWW roll-out had presented the Association with a unique recruitment opportunity, during which membership subscriptions for the year had increased by 5%.
- b. Income included an unexpected refund of £18k from the 2008 Special Event hosted by Yorkshire & The Humber.
- c. On the expenditure side, National Association had supported Regions to the tune of £45k in supported of Family Fun Days.

3.13 Dave invited questions on the accounts. Debra Allott (Yorkshire & The Humber) asked why there was no entry relating to the 2009 CSSC grant to regions. Dave explained that the particular section in the accounts referred to, actually covered debtors. Unfortunately, National Association was only able to pay 2008 CSSC grants to regions in early 2009. As a result this was recorded as a debt (to regions) on the 2008 accounts. For 2009, the CSSC grant had been paid during the life cycle of the accounts, therefore unlike the previous year's accounts no debt existed, and thus no entry in this particular section was appropriate. Paul Whiteley (Fylde) asked for clarification of the £270 shown within the accounts against Childcare. Dave explained that this related to costs paid to members who had applied for assistance with childcare arrangements when attending national events. Paul also asked whether the expenditure on LWWW events represented good value for money. Dave explained that the money was specifically allocated by the National Board to supply promotional incentives for use at these events to encourage take-up of membership. Evidence, including the increase in overall membership, suggested a possible link with the association's activity at LWWW events. In pure money terms, the Association enjoyed a £57k increase in subscription income, and hopefully can look forward to feeling the continuing benefits of that increase in membership numbers.

3.14 With no further comments or questions relating to the accounts they were approved with Keith Waters (South East) the proposer and Denise Ward (BOM) as Secunder.

## **Executive Committee**

3.15 John Weeks, as Chairman of the Executive Committee (EC), thanked EC members for the contribution over the last year, acknowledging that it had been a very difficult year for the EC. The work of the EC had been carried out with a backdrop of a new organisational structure and reducing headcount and all the changes that come with that environment. He explained that the association would need to review how the EC operates and how to best develop the programme for members in light of the forthcoming changes.

3.16 John invited questions on this part of the report but none were raised.

### **Awards Committee**

3.17 Terry Green, as chairman of the Awards Committee (AC), spoke about the AC activity over the year and highlighted two strands of activity.

#### Sponsorship Scheme

3.18 Terry reported that it had been agreed by BOM that the existing sponsorship scheme would be re-branded as the Development Scheme and a launch date of 1 July 2010 was planned. He explained that scheme's criteria would also change, broadening the criteria for applicants to 3 categories: wellbeing activities (personal development within HASSRA or within the local community), sporting development and development for members with a disability. Terry advised that work was continuing with the new scheme, developing revised guidance and on-line application forms and it was hoped that these changes, together with a major publicity campaign will generate increased take up of the scheme.

#### Major Awards

3.19 Terry explained that during 2009 the AC had reviewed the criteria for the best large club and best communication awards. These changes to the criteria were approved by BOM and were introduced for the 2009 submissions.

3.20 Terry invited questions on this part of the report. Derek Lee (Fylde) said that it was encouraging to see the association promoting the scheme specifically to our disabled members but it is important to ensure the association is fully inclusive on all aspects of diversity and that the new scheme meets the necessary legal criteria. Ros Smith (Corporate Services Manager) reported that HCS would seek guidance from within the DWP diversity team to ensure the scheme is fully compliant with all aspects of equal opportunities.

**AP02: HCS to seek guidance from DWP that the new scheme meets the legal criteria for diversity & equality**

## **4. Motions**

4.1 Two Motions were submitted to Conference and confirmation was issued on 19 April 2010.

### **Motion 1: from HASSRA Board of Management**

4.2 Proposed amendment to HASSRA National Constitution at Article 6(e).

#### Background

4.3 Wally Steel (BOM) explained that at the 2009 annual conference a Motion was passed, below, concerning the appointment of the EC Chair.

Article 6(e) of the HASSRA Constitution amended to read:  
*“The Executive Committee shall comprise the Operations Director, the Communications and Products Manager and an appointed representative from each Affiliated Association, normally the Regional Manager or Regional Finance Manager. The Chair of the Executive Committee shall be appointed on a three yearly basis at Annual Conference.”*

4.3.1 However, Wally advised that the original intention behind that motion was to equalise the process of selecting the EC Chair with that of other National Committee members, i.e. by election as for BOM members and Awards Committee. He added that the word ‘*appointment*’ within article 6(e) does not specify the need for an election process and so a new amendment is required.

#### ***New amendment to Article 6(e)***

4.3.2 Wally proposed on behalf of the National BOM that the word ‘*appointed*’ in the last sentence of article 6(e) of the HASSRA Constitution is amended to read as ‘*elected*’, as below, and that, if the motion is passed the election process for the EC Chair is introduced in 2011:

*The Chair of the Executive Committee shall be elected on a three yearly basis at Annual Conference.”*

4.3.3 There was a vote on the motion which was carried by 15 votes to Nil.

### **AP03: HCS to amend the Constitution**

### **Motion 2: from HASSRA Board of Management**

4.4 Proposed amendments to HASSRA National Constitution.

#### Background

4.5 Wally Steel reported that following delivery of the HASSRA Modernisation programme, the National Board asked the National staff team to impact the changes against the Constitution. The analysis showed that the impact was minimal but the opportunity was taken to review the document to

ensure it continued to be consistent with HASSRA's objects. This led to amendments covering:

- the minor impacts of modernisation
- the Association's objects.

4.5.1 BOM endorsed the proposed changes at their meeting in January 2010, which were highlighted within the draft constitution attached as an annex to the motion. The changes related to:

- 'National' inserted before Operations Director's name (throughout Constitution)
- changes to Article 3 provided a clearer statement of the Association's aims and objectives
- name change from Communications and Products manager to Corporate Services Manager (Article 7)
- Field Operations Manager will become part of EC as manager of the national staff team who are responsible for, in their remit as EC members, the Programme (Article 6(e))
- Finance Article 17(c), amend 'Cheques' to 'Payments' to allow for internet banking.
- Various drafting amendments and name changes (consistent with the foregoing) to Articles 7 and 8(e).
- Terms of appointment added to Article 8(e) to reflect the Election processes document and term of appointment mentioned in Article 6 for the EC Chair.

#### *Impact on Regional model Constitution*

4.5.2 Craig advised that if Conference approves the above changes then HCS will review the draft regional model Constitution and regions would subsequently be required to impact the changes against their Constitutions.

4.5.3 Craig outlined that the anticipated changes to the regional model constitution would impact at Article 3, i.e. the Association's aims and objectives, and the various name changes throughout the document.

4.6 There was a vote on the motion which was carried by 15 votes to Nil.

**AP04: HCS to amend the national Constitution**

**AP05: HCS to review the draft regional model constitution**

## **5. ELECTIONS**

5.1 Craig explained that as the BOM motion regarding the position of the chairperson to the EC had been passed earlier by conference, an election would not be needed and as John Weeks was happy to stand for another year as EC chair conference endorsed this position. The formal election process for the EC chair would begin in 2011.

5.2 Craig advised that the nominations received for vacancies on national committees were circulated on 20 April 2010. There were three vacancies on the BOM, four on the Finance Committee and one on the Awards Committee.

#### **i. Board of Management**

There were three vacancies for the BOM and two nominees. Dave White did not need to be elected as he is now national chairman, Peter Jones has resigned, Wally Steel was seeking re-election and Margaret Moor had applied. Two of the vacancies are for 3 years and the third vacancy is for 2 years - the balance of Peter Jones' term. An election was not needed and Wally Steel and Margaret Moor were elected for terms of 3 years and the BOM would look to co-opt a member in due course. Potential nominees were encouraged to contact Dave White or Craig Lewis.

Craig recorded the BOM's thanks to Peter Jones, and Peter Blinston, the former EC representative on the BOM for their contributions.

#### **ii. Finance Committee**

There were four vacancies: two for staff posts and two for non staff posts. One of the staff posts was for a three year term with the other post for 2 years.

Ray Allen and Helena Whitehead had both submitted nominations and Conference agreed that as Ray had indicated he was content to accept the 2 year term an election was not necessary. Helena Whitehead was elected for a term of 3 years and Ray Allen for 2 years.

As there were no nominees for the non-staff posts it was agreed that the FC would be looking to co-opt two members in due course. Potential nominees were encouraged to contact Dave Lees.

#### **iii. Awards Committee**

Terry Green was elected unopposed for a term of 3 years.

## **6. NOMINATION OF PATRONS, PRESIDENT AND VICE PRESIDENT**

6.1 The list of patrons, President, First Vice President and Vice President as listed within the draft annual report, was approved subject to Ministerial changes resulting from the General Election. HCS were asked to make the appropriate enquiries.

**AP06: HCS to confirm list of Patrons etc.**

6.2 Dave White requested Conference endorse two BOM nominations.

i. A nomination for HASSRA Life Vice-Presidency to Bernie Keay in recognition of his contribution to the Association including:

- national chairman since 2002/3
- the formation of the national team
- instrumental in the boundary changes, and
- efficiency exercises and our current modernisation programme.

Conference fully endorsed the nomination.

ii. A nomination for HASSRA Life Membership to John Weeks OBE in recognition of his contribution to the Association including:

- received an award of merit in 2004
- continues to play an active part within the association, specifically in chairing the EC which he has done so for over 4 years
- still plays an active part and is a willing supporter at the national conference and Special Event
- regarded as the associations point of contact with Department of Health.

Conference fully endorsed the nomination.

## **7. APPOINTMENTS**

### **i. CSSC representative**

Conference agreed that Craig Lewis would be the Association's CSSC representative.

### **ii. Auditors**

Conference agreed that Dafferns would continue to act as the Association's auditors.

## **8. BUSINESS PLAN 2010/11 AND PROPOSED 2010/11 BUDGET**

### Business Plan

8.1 Dave White advised conference that the current economical crisis represented a big challenge for everyone individually and for the Association and there would need to be a full review of the programme and services the Association provides. He added that a number of other Departmental Associations were in a similar position to HASSRA and that he would be looking to meet with colleagues and CSSC to discuss options available.

8.2 Craig Lewis referred to the 2010/11 Business Plan which had been issued on 27 April. He explained that in light of recent issues on headcount, the Association would need to exercise a degree of flexibility with the priorities set out by the BOM and included within the plan. The recent notification of headcount reduction was crucial and the BOM and regional Chairs had looked at preliminary options and ways of taking this forward.

8.3 Debra Allott (Yorkshire & The Humber) asked whether JEGS Policy would be applied to new roles and TUS consulted. Craig advised that HR

would work alongside the Management Team to ensure all proprieties were followed and arrangements were already in place to meet with TU.

8.4 Lisa Spencer (Fylde) asked whether the out-sourcing any parts of our programme was an option and Craig advised that the whole programme and the services the association provides would need to be reviewed, taking into account the full costs of delivery against affordability.

#### Proposed budget

8.5 Dave Lees presented the proposed budget for 2010, observing that early trends for 2010 displayed a continuing rise in membership. He invited any questions. Paul Whiteley (Fylde) pointed out an apparent duplicate entry on the budget in respect of insurance expenditure. Dave thanked Paul for his observation which was indeed correct, and stated that the budget would be amended before being published.

#### **AP07: Budget to be amended prior to publication**

8.6 With no further comments or questions the budget for 2010 was proposed by Phil Jenkins (Wales) and Seconded by Alayne Whitworth (North West).

### **9. ANY OTHER BUSINESS**

9.1 Debra Allot (Yorkshire & The Humber) asked that with the large cost connected with the production of HASSRA Headlines whether the association had considered all circulation options including using the DWP intranet. She added that within the Sheffield region permissions have been sought to circulate HASSRA material electronically and that this had proved to be effective. Ros Smith replied that Headlines would soon be subject to a full review and that all possible options would be considered. It was noted of the need to be mindful of any members who might not have the necessary electronic access to view material on-line. Phil Jenkins (Wales) asked whether it would be possible to announce the production of Headlines quarterly on the DWP Homepage and Ros Smith confirmed HCS are already in liaison with DWP communications about this and other promotional opportunities.

9.2 With no other items of business raised, Dave White thanked everyone in attendance for their contributions and closed the conference at 2.50pm.

## **Annex 1**

### **ANNUAL CONFERENCE: THURSDAY 20 MAY 2010**

Paul Adams  
Lynne Akers  
Ray Allen  
Debra Allott  
Zoe Ashby  
Moz Baker  
Olwen Barry  
Erica Bellamy  
Della Benjamin  
Liz Birnie  
Lynn Bowman  
Ian Brown  
Tony Buckles  
Wendy Burch  
Harvey Clarke  
Martin Collier  
Martin Douglas  
Pat Ferguson  
Deborah Finn  
Lorraine Fox  
Irena Gorbun  
Andy Graham  
Carol Graham  
Terry Green  
Steve Groom  
Janice Healy  
Karen Helyer  
Tracy Hennah  
Phil Jenkins  
Leighton Jukes  
Bernie Keay  
James Kennedy  
Andy Kerr  
Pat Kilner  
Derek Lee  
Dave Lees  
Alison Leggett  
Ann Leppard  
Craig Lewis

Andrew Marzolini  
Shirley Mathieson  
Kevin McClorry  
Marie Mead  
Tony Musgrave  
Ann Nash  
John Nunn  
Des O'Grady  
Phil Olley  
Lorraine Patterson  
Jude Redshaw  
Rob Redwood  
Jen Richardson  
Lindsey Richardson  
Maggie Ritchie  
Ashley Robertson  
George Robinson  
Jahanzeb Saleem  
George Samsome  
Paul Smetham  
Ros Smith  
Tim Smith  
Lisa Spencer  
Wally Steel  
Nicki Stowe  
John Strachan  
Tina Street  
Alan Turner  
Denise Ward  
Keith Waters  
John Weeks  
Dave White  
Helena Whitehead  
Paul Whiteley  
Alayne Whitworth  
Coz Williams  
Mel Williams  
Paul Wyatt

