



ANNUAL CONFERENCE 2022

Thursday 12 May 2022 University of Warwick

1. Attendees

1.1 A list of attendees is at Annex 1.

1.2 Paul Adams (PA) opened the meeting and explained that he was standing in as Vice Chair for Dave Barrow (DB) who had been called away on inescapable business. He thanked everybody - our delegates, observers and National BOM colleagues - for attending the 87th AGM, our first face to face event after two years of COVID-inspired virtual meetings. Looking forward to walking us through this afternoon's business, and to this evening's celebration of everything that's great about HASSRA, he explained it was important to hold the meeting for constitutional and contractual purposes.

1.3 PA shared the sad news that John Nunn had passed away and offered our thoughts to his family. The meeting was saddened to hear Stuart Merrick had also recently passed away. PA offered thoughts to his family.

1.4 Craig Lewis (CL) stated that the Constitution required the formal ratification of DB as the new National Chairperson. Conference agreed.

2. Minutes of the 2021 Conference

2.1 The minutes of the AGM held on 13 May 2021 and published on 25 May 2021 were put to the meeting for adoption.

2.2 With no amendments, the minutes were proposed by Marilyn McGinty (MMc), North West, and seconded by Duncan Lloyd (DL), London.

3. Annual Report and Accounts

3.1 Copies of the draft Annual Report and National Revenue and Lottery Accounts for 2021 were issued on 14 April 2022. PA suggested any minor amendments should be notified to Jen Richardson (JR). Conference agreed.

3.2 CL referred to the Annual Report. He expressed his gratitude to members, volunteers, clubs, regions and the National Team for their unstinting support of the Lockdown Programme and hard work throughout another challenging year.

3.3 PA highlighted the 222k participation and engagement figures of HASSRA products and services, an exceptional outcome and testament to the quality and value for money of our member services, and the undoubtedly positive impact HASSRA had had on staff morale during the pandemic. CL stated the National Programme Review was underway to ensure that the correct balance of face to face and online events enables the Association to continue moving forward.

2021 Accounts

3.4 Harvey Clarke (HC) advised there were two accounts: Revenue and Lottery. The Revenue Account had excess expenditure of £350k, while the Lottery Account had excess income of £329k. This resulted in an overall outturn deficit of £21k.

3.5 Nicki Stowe (NS), Yorks and Humber, asked what was the minimum required amount of national reserves. HC confirmed it was £1m. Jeff Griffin (JG), South West, questioned the £12k of bank charges. HC confirmed this was the cost of online ticket transactions (SAGE Pay) which was not passed onto members. JG asked what the £61k computer costs consisted of. HC stated it was HASSRA Live development and maintenance costs. He pointed out they were not regular costs but 2021 had seen a significant amount of HASSRA Live extra features and functionality. JG confirmed the Chairs Certificate functionality had significantly decreased the time the process had previously taken and was pleased with the new function. HC stated the Raise a Payment function had been a great system enhancement and good value for money. Paul Whitely (PWh), Fylde, stated the system had been a big improvement for him and had reduced his workload and time taken.

3.6 George Robinson (GR), East Midlands, spoke of the two main roles of the Awards Committee (AC), the Development Fund and the National awards. He said the review of the Development Fund scheduled for 2020/21 had been delayed on account of Covid but was now in hand. The AC had modified the criteria to take account of what was happening at the time and was amazed at the number of award applications received. He noted the number of Development Fund applications were now increasing.

3.7 The draft Annual Report and Accounts were proposed by Paul Wyatt (PW), South East and seconded by Di Grossey (DG), South West.

4. Motions

4.1 CL confirmed there were three motions to Conference. National BOM had submitted motions one and two, with HASSRA South East submitting the third.

4.2 Gary Thorogood (GT), North West, introduced motion one. He stated last year HASSRA had issued a Diversity and Inclusion statement setting out our intent and looking to make HASSRA's inclusivity more transparent. He stated the proposed creation of a D&I Committee was to put machinery in place to carry out the Statement's words and actions. The motion was carried unanimously.

4.3 PA reminded colleagues of the D&I discussion at our recent Joint Chairs/BOM meeting held 24 February, and his invitation to Chairs to share their D&I initiatives with him.

AP01/01 Members wishing to be co-opted on the D&I committee for one year to contact Jen Richardson (JR)

AP02/01 Chairs to share/send details of any D&I initiatives in their regions to PA

4.4 PA introduced the second motion. This would provide a formal option of disaffiliation from CSSC in the event that affiliation became contrary to HASSRA's best interests. Simon Woodrow's (SW) comments to the April BOM suggested the wording should be modified so that any decision to disaffiliate would be taken by the National Board in consultation with Regions.

4.5 PA confirmed the motion had arisen due to CSSC introducing a new process for affiliation, which required as a condition of affiliation that departmental associations agreed to adhere to a new set of obligations. CL noted that, for example, affiliation was contingent on, amongst other things, compliance with CSSC's rules on good governance, whereas in HASSRA's case, good governance was determined by the DWP Staff Clubs Guide. PA suggested that a review should be undertaken into the relationship between HASSRA and CSSC subject to DB agreement. PW raised a point of order, that the National Chair did not have veto over a Council decision. That point of order was accepted. It was therefore agreed that the National Team would carry out a root-and-branch review of HASSRA's relationship with CSSC, which would then be discussed at a face-to-face BOM/Chairs meeting.

AP03/01 National team to write a CSSC review paper for BOM, which will then be discussed at a meeting with regions.

4.6 After discussion, Scott Porter (SP), Scotland, proposed an amended motion: "*Affiliation may be withdrawn by the National Board of Management in consultation with regions at any time if it runs counter to any of the Association's aims and objectives contained in Article 3 or is in any way considered not to be in the best interests of HASSRA.*" The motion was carried unanimously

4.7 PW introduced the third motion proposing additional wording to the Constitution which would restrict HASSRA subscriptions and lottery income to only those elements of the Programme which were open to all HASSRA members. He stressed the motion was purely about using members' funds appropriately, noting that 90% of HASSRA members were not eligible to participate in CSSC events. The CSSC grant should be the only funding used for CSSC activities.

4.8 HC replied on behalf of the BOM. He confirmed the value of the CSSC grant had reduced by over 50%, and whereas previously there had been sufficient funds to cover CSSC events, this was now not the case. HC said the Constitution already implied the provision of the Programme to all members, so the motion made it clear that only HASSRA activities should be funded by HASSRA money.

4.9 CL confirmed that the CSSC grant had always been ringfenced for CSSC activities and any underspend had not been carried forward. HC acknowledged that now the normal CSSC programme had resumed after Covid, the grant may not be sufficient to fund all planned CSSC activities in 2022. There followed plenty of discussion about how this affected regional spending on CSSC activities. Bringing matters to a conclusion, PA reminded AGM of the root and branch review that would be conducted on our operating principles with CSSC, following which regions would be able to discuss further at a future meeting.

4.10 The motion was carried by twelve votes for, two against and one abstention.

5. Elections

5.1 CL confirmed details of vacancies had been issued on 6th January 2022 and uploaded to the website at the same time.

National BOM

5.2 There were two vacancies, both for three-year terms arising from the completion of Sean Mulgrew's (SM), and Simon Woodrow's (SW) tenures. SW was not re-standing and he was thanked for his hard work and commitment to the BOM. Two nominations were received so a vote was not required. SM, Scotland, and NS, Yorks and Humber, were elected for three-year tenures.

Finance Committee

5.3 There were two vacancies for a three-year term following the conclusion of Helena Whitehead's (HW) and NS tenures. Two nominations were received, from HW, East Midlands and NS, Yorks and Humber. As NS had already been elected to the BOM, her nomination was withdrawn. No formal election was required with HW re-elected for three years. One vacancy remains on the Finance Committee. Expressions of interest were sought for co-option for one year.

AP04/01 Finance Committee co-optee nominations to be sent to Harvey Clarke.

Awards Committee

5.4 There was one vacancy for a three-year term following the expiry of George Robinson's (GR), East Midlands, tenure. GR was not re-standing and only one nomination had been received from Tina Street (TS), South West. George was thanked for his commitment and hard work. TS was elected unopposed.

5.5 CL thanked everyone for taking part in the elections and congratulated the winners.

6. Nomination of President and Vice President

6.1 The President and Vice-President as listed in the draft Annual Report, were proposed for approval by Lindsey Barton (LB), Fylde, and seconded by Karl Rollinson (KL), Yorks and Humber.

7. Appointments

CSSC representative

7.1 Conference agreed that NS, Yorks and Humber, would act as the Association's CSSC representative.

Auditors

7.2 PA confirmed that Daffern & Co were willing to continue as the Association's auditors and re-appointment was recommended. Proposed for approval by NS, Yorks and Humber, and seconded by Della Tucker (DT), East Midlands.

8. National Work Programme and Draft Budget 2022

National Work Plan 2022

8.1 There were no comments regarding the National Work Programme.

2022 Budget

8.2 HC stated the budget was balanced resulting in an overall outturn of £0, acknowledging that, as ever, the budget could be subject to change. NS asked when the six-month grant review by CSSC was scheduled for and when the second funding instalment would be received. HC stated he did not know but DC would try to find out from CSSC, PA observing that our HASSRA members who are members of CSSC and have a CSSC question are of course free to ask CSSC.

AP05/01 DC to contact CSSC to ascertain when the six-monthly review of their grant would be conducted.

8.3 The 2022 budget was proposed by DG, South West and seconded by Willie Hunter (WH), Scotland.

8.4 PA asked for the CSSC Review to be included under 'Building our Business' in the National Work Plan.

AP06/01 JR to add CSSC Review to NWP under 'Building our Business' priority.

9. Any Other Business

9.1 PA invited AOB.

9.2 Michelle Hodds (MH), East of England, asked if the mileage rate could be reviewed as a result of the rise in petrol cost. NS stated the rates might be linked to HMRC rates. HC stated the Finance Committee would review travel and subsistence costs.

AP07/01 Finance Committee to review HASSRA mileage and subsistence rates.

9.3 With no further items of business raised, PA thanked everyone for their contributions and closed the conference.

May 2022

Annex 1- Attendees

Adams Paul, North West/National Vice-chair
Allen Ray, National Team
Allen Teresa, London
Aucott James, Scotland
Barton Lindsay, Fylde
Beardmore Karen, Yorks & Humber
Berwick Kelly, South West
Blackman James, North East
Bowman Lynn, East of England
Brookfield Dorothy, Wales
Brown Justine, South West/National BOM
Clarke Harvey, National Finance Director
Clydesdale Jackie, National Team
Cooper Rob, North East
Crow Dawn, National Team
Daly Simon, North West
Densham Nikki, South West
Dowe Lorraine, London
Fairclough Sarah, Community 10K
Fields Maxine, London
Gallop Nikki, East Midlands
Griffin Jeff, South West
Gorbun Irena, Yorks & Humber/Awards Committee
Grossey Di, South West/Finance Committee
Hennah Tracy, National Team
Hunter Willie, Scotland/Finance Committee
Jowitt Simon, Fylde/Programme and Delivery Committee
King Jenny, National Team
Lankester Stephen, East of England
Lewis Craig, National Operations Director
Lighton Helen, East Midlands
Lloyd Duncan, London
McClorry Kevin, National Team
McCormick Marie, South East
McGinty Marilyn, North West
Moorcroft Brian, National Team
Mulgrew Sean, Scotland/National BOM
Nash Ann, South West/Awards Committee
Neate Paul, Wales
Niblett Gareth, West Midlands
O'Donovan Paul, National Team
Philp Dave, South East
Porter Scott, Scotland
Prashepkumar Ligy, London
Purvis Andrew, North East
Richardson Jenny, National Team/Secretariat
Ritchie Maggie, National Team
Robinson George, East Midlands/Awards Committee
Robertson Sophie, Wales
Rollinson Karl, Yorks & Humber
Saleem Jay, National Team
Sneddon Jacky, Scotland



South Lee, Yorks & Humber
South Lyndsey, Yorks & Humber
Stowe Nicki, Yorks & Humber/Finance Committee
Suggitt Daniel, West Midlands
Thomas Nigel, Wales/National BOM
Thorogood Gary, North West/National BOM
Tucker Della, East Mids/Programme and Delivery Committee
Ward Denise, North East
Waters Steve, North West
Watson Andrew, East of England
Whitely Paul, Fylde
Wright Sonia, North East
Wyatt Paul, South East

Apologies

Barrow Dave, National BOM
Miller Robbie, National Team
Whitehead Helena, East Midlands/Finance Committee
Woodrow Simon, Fylde

