

Brian Robb MIH

Honorary National Chair Director

The Hospital Caterers Association



Partnership Working

- Develop a Strategy for membership engagement
- National Chair needs to be visible
- Consistent messaging required
- Transparency
- Attend Branch meetings
- Inform and allow debate, listen & enhance the journey
- Report back to questions raised – initiated the FAQ Sheet
- Recognise our memberships investment in the association, Time, financial, emotional and built on a history of 73 years of culture



Resilience – or cultural change?

- For 73 years it wasn't broke?
- Contracts - exposure held in one persons name
- Financial liabilities to members of council
- Understanding what it really costs to run an association
- Covid – further exposed the risk of not having a Learning & Development Forum income



Organisational Structure - Board



Ex-officio – Assistant National Secretary, Editor, Immediate Past Chairman

LDF secretary, PR provider

President
(Non-Voting, Ex-Officio)

Vice Presidents x 2
(Non-Voting, Ex-Officio)



Exec team

Board

Executive Management Team (EMT)

Working Group (e.g. Events e.g. LDF, Hoteympia, Awards)

Working Group (e.g. Communications e.g. editor, public relations)

Working Group (e.g. Finance & Administration e.g. contracts, membership)

Working Group (e.g. Member services e.g. strategy, training, food waste)

Company Secretary Duties Outsourced E.G. Bishop Fleming

Board Members Required To Join One Of The Working Groups

EMT Consists Of Chairs Of Working Groups, National Chairman, The National Vice-chairman And The Immediate Past Chairman

Each Working Group Chair Is Required To Develop A Plan And Review Of Work Programme With Associated Budget For Approval At The Commencement Of The Year (E.G January) By EMT And Subsequently The HCA Board



Roles & Responsibilities

Role	Voice of the Company	Election time	remuneration (determined by VP Review)
Director – Chair	External communications / Manages the strategy / leads the company	Suggest a 5-year term (include 2xdeputy, 2xchair, 1x ipc)	current remuneration for Chair
Director – Deputy Chair	Deputises in absence	Suggest a 5-year term (include 2xdeputy, 2xchair, 1 ipc)	Current remuneration for Vice-chair
Director – National Treasurer	All financial aspects	Suggest a 5-year term	Current remuneration for National Treasurer
Director – National Secretary	Manages the company operation to given standards	Suggest a 5-year term	Current remuneration for National Secretary
Director – Branch (max 15)	Represent company	Elected for 2-year term	

Support / Ex-officials

Company Secretary	Legal requirement – eg submitting details to Company House	Suggest outsourcing to BF	Fee as agreed
President /Vice-Presidents	Advisory roles (Non-voting)	Suggest 5 year term of office	
Immediate past chair/officer	Advisory/ complete any outstanding work <i>As appointed by Board</i>	Suggest a 5-year term (include 2x deputy, 2xchair, 1 ipc)	<i>Expenses only</i>
Assistant National Secretary	Deputises in absence of	Elected for 2-year term	remuneration



ACC LIVERPOOL 30th & 31st MARCH 2022
 HCA NATIONAL LEADERSHIP & DEVELOPMENT FORUM 2022

Governance – Administration review

- Progress
- The Challenges
- The Future



Progress

- Members Network
- Standing Orders, with standard forms
- National Meetings – virtual
- Branch Meetings
- Processes
- Behind the scenes
- Director



Challenges

- Company requirements – Articles of Association
- Day job
- Workload and time
- Expectations



The Future

- Good Practice Guides
- Standing Orders
- Contracts
- Professionalism



Review – HCA Finances

- Progress
- The Challenges
- The Future
- Membership Update



Progress

- Electronic Cash Ledger
- Making Tax Digital
- Working with Bishop Fleming
- Preparation of Forum accounts
- New bank accounts for HCA Ltd
- New VAT number
- Budget setting & reporting
- Standardisation of Branch cash ledgers
- Branch Treasurer training
- Completing year end accounts for old Association



The challenges

- Income vs Expenditure
- Contract renewals
- Timely receipt of Branch returns
- Timely preparation of year end accounts
- HMRC – VAT concessions
- New banking arrangements
- Corporation Tax
- Dissolution clause
- Recruitment of Branch Treasurers
- Officer workload & time

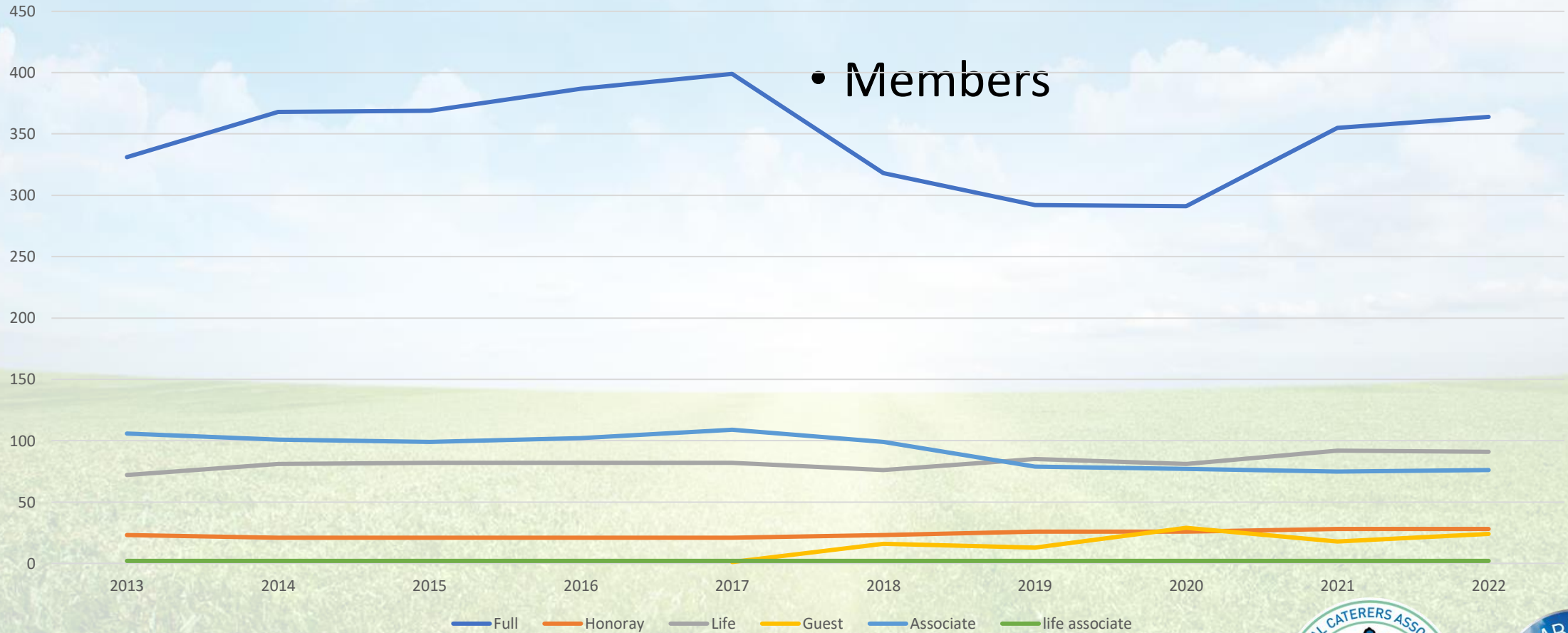


The future

- Income
 - Subscription fees
 - Forums
- Implication of Corporation Tax
- Apportionment of Corporation Tax
- Branch accounting at year end
- Revise standing orders
- Review Journal publication
- Electronic membership system
- PAYE for honorariums



Membership Update



Education & Strategy - GP Working Groups

- Past Challenge's for GP Groups
- Current Projects and Achievements



Working Group	Members
Good Practice Guide – Education & Training	Karen McLaughlin – Northern Ireland Laura Harvey – South West
Good Practice Guide – Food Waste	Francis Angus - Northern Richard Priestley – Yorkshire Sara Goodwin – Trent
Good Practice Guide – Retail services	Kim Beavers – Trent Iain Robertson – Wessex Nicola McIvor- West of Scotland
HCA Strategy	Adam Johnson – Merseyside and North West Nicola McIvor- West of Scotland Bev Townsend – Northern Tom Todd – Midlands Caroline Darville – National Treasurer Support Gail Walker – PR Support



Webinars

- Background to the launch of the Webinars
- The Future of Retail in Healthcare
- Watch Out There's A Bug About
- Hospital Food Review – One Year on 24th May 2022



Success – what does that look like?

- Delivering on a dream or reality
- Becoming a limited company by guarantee – Modernisation
- Memorandum of understanding, BDA / Hefma / AHCP / National Estates & Facilities Management Workforce Engagement Forum NHSE & I
- Engaging with Government of the day – influencing Policy
- Delivering Educational Webinars
- Working with Health Partners – to create a vision that recognises our relevant memberships and workforce



NATIONAL HEALTHCARE ESTATES & FACILITIES DAY





HOW CAN YOU BE INVOLVED?

*Management
Appreciation
walk-round*

*Cupcakes for
your teams*

*Send a
recorded
message
from your
Chief Exec*

*Communications
team talk to
local TV, radio
& press*

...any way you would like to

JOINT ASSOCIATIONS READY TO SUPPORT

Download your supporters kit

- ✓ Posters
- ✓ Logos
- ✓ Letter to your Chief Executive
...and much more



NATIONAL HEALTHCARE ESTATES & FACILITIES DAY

15 JUNE 2022



Association Of
Healthcare Cleaning
Professionals



HEALTH ESTATES & FACILITIES MANAGEMENT ASSOCIATION



To Sum it up

Partnership Working – Move closer to membership & partner organisations

Resilience – Modernising for the future

Organisational Structure – in place – continual review

Governance – Moving forward – Administration review

Revision – HCA Finances -

Education & New Guidance Documents

Strategy - Being developed – in partnership

Success - I'll let you decide



Thank you for listening

Thank you for your engagement

Enjoy your Forum

Brian Robb MIH, National Chair Director

Janice Gillan, National Secretary Director

Caroline Darvill, National Finance Director

Stuart Wray, Deputy Chair Director

