



**Minutes of the UK Health Alliance on Climate Change Executive Committee**

Held online 11 July 2024, 14.30-16.30

**Present:** Juliet Dobson (BMJ), Rose Gallagher (RCN), Terry Kemple (RCGP), Sandy Mather (ICS), Elaine Mulcahy (Director, UKHACC), Richard Smith (Chair, UKHACC), Liz Marder (RCPCH), Anandita Pattnaik (UKHACC), Emma Radcliffe (GP), Eleanor Roaf (FPH)

**Apologies for absence:** Jacob Kranowski (RCPsych), Ranee Thakar (RCOG)

**Summary of actions:**

- Results of skills audit will be circulated before the next meeting > Done
- Proposal for call out to members to develop a library of webinars/podcasts to be carried forward
- Benefits of membership document to be produced (carried forward)
- EM to draft new wording on bank switching commitment for proposing to members > Done
- Letter to NICE to be sent with current signatures > Done
- RCPsych and RCN to confirm room availability for strategic planning and council meetings > Done
- Dates for 2025 council meetings to be agreed at August meeting of trustees > On agenda
- EM to set up initial meeting of fundraising committee with existing members > Done
- EM/RS to consider potential actions for UKHACC to pursue regarding health professionals involved in climate related action > In progress
- EM to prepare a proposal for increasing membership subscriptions for August meeting (subsequently to be added to agenda of council meeting on 26 Sep) > Done
- Member organisations to be asked if they have anything to add to the council agenda > Done
- Link to meetings of exec committee minutes on website to be shared in Director's Update email > Done
- EM to clarify values related to membership subscriptions income budget and expenditure on the budget report > Done
- EM to produce a summary of mid-year accounts and end of year forecast for the next meeting > On agenda
- EM to provide detail on breakdown/coding of professional and legal fees in financial accounts > Done
- ML to make final adjustments and send for approval at August exec committee
- Trustee nominees to be emailed to confirm nomination and save the date for strategic planning workshops > Done
- Election candidate statements to be downloaded and saved. Election voting form with link to candidate statements and voting schedule to be issued (include information on existing trustees) > Done

- Review current one vote per organisation rule and decision making in the event of a tie (August meeting) > On agenda
- EM/RS to follow up with Laurie Laybourn Langdon regarding facilitating the strategy workshop > Done
- EM to amend survey questions as discussed and set up on survey monkey to be circulated to members as soon as possible > Done
- RS/EM to start process of writing letters to MPs and actions to take forward > Done
- EM/AP to cross check responses to letter against elected candidates > In progress
- EM to update policy report approval policy with additional stage near start of process regarding scope of the report > Done

## **1. Welcome from the Chair**

RS welcomed everyone to the meeting.

## **2. Minute from the June meeting**

The minute from the June meeting was accepted.

The following actions were discussed and/or carried forward from the previous meeting

- Skills audit to be completed by remaining trustees for discussion at August meeting
- RS did follow up NHS Providers but has not had a response
- Proposal for call out to members to develop a library of webinars/podcasts to be carried forward
- Benefits of membership document to be produced
- Commitments wording on bank switching has generated some queries from membership organisations feeling unable to commit to 'switch to a green bank' despite there being a desire and willing to do so, but not possible due to practical or contractual issues. It was agreed that wording on the commitment should be reviewed so that it is firm, yet also recognises the transition phase for some organisations and the various actions they can take to support green banking. EM will draft new wording for proposing to members.
- The NICE letter has been signed by health organisations from our monthly coordination group. It was agreed we should send the letter as it is (rather than seeking additional signatures) and then share any response we have with members.
- RCGP and RCPCH are unable to provide a venue for the strategy workshop and council meeting. We are waiting to hear from RCPsych, RG is also exploring a potential for room at RCN
- It was agreed we should we aim to fix dates for 2025 soon (add to agenda for August exec committee) so there is sufficient time to ask organisations to provide a venue for the meetings
- University of Melbourne medical elective student is expected to complete a four week placement with us from end August. She will work remotely from Melbourne unless a desk space at BMJ can be secured (which she has requested).
- We have not had any volunteers for members of the fundraising committee. We will go ahead with Rachel Armitage, JK and EM to get the committee set up but open to approaches for individuals to join.
- Following publication of the interview with Juliette Brown regarding health professionals and climate activism, it was discussed if we should do more. Options included discussing at council, requesting a private meeting with GMC, liaising with

BMA, engaging with patients association, and asking our membership organisations to make statements. EM/RS to consider this further ahead of next meeting

- A proposal and budget for increasing membership subscriptions to be prepared for discussion at the council meeting in September
- Feedback was received that UKHACC is not open enough on its decision making process and that we should do more to communicate in different ways better (e.g. surveys, publishing minutes, council discussions)
- It was agreed that members would be asked if they would like to add items to the council agenda

### **3. June Director's report**

The June Director's report was shared prior to the meeting.

### **4. Budget update**

The June budget vs income/expenditure overview was shared for review on the spreadsheet of the accounts The budget is currently on track with no issues to report.

A summary of where expenditure is currently sitting against budget was summarised in the document. It was agreed that this information should be pulled into an end of year forecast, with a summary of accounts should be produced for the next meeting.

Better clarification of the budget/expenditure related to membership income was also highlighted as needing to be addressed.

#### Actions:

- EM to clarify values related to membership subscriptions income budget and expenditure
- EM to produce a summary of mid-year accounts and end of year forecast for the next meeting

### **5. Account report (Milstead Langdon)**

The financial account report for HMRC was shared prior to the meeting and presented at the meeting by Emily Mitchell from Milstead Langdon).

Questions asked and answered were:

- There is a duplicate paragraph on page 3. ML will amend this
- The 'Reserves' of £162000 wording queried - it was clarified this is the financial charitable terminology as reserves. Unless funds had been specifically designated they are classified as reserves.
- Charities should have sufficient reserves/budget forecast to trade for the next 12 months. We can assign 'free reserves' set in the balance sheet at any one time, but this needs to be documented and minuted with a reserve policy
- The legal and professional costs of £85,000 were queried. This is due to the nominal codes used in the accounting. 'Legal and professional fees' code can be broken up to clarify. EM to review this
- Due to our size, no audit is required, an independent examination was required and has been completed by ML.

- ML team was split for governance process - one preparing accounts, the other completing the independent examination to ensure ethical standards
- Advice was requested regarding the percentage of staff time allocated on governance and delivering charitable activities. In some charities, trustees do more, in others staff have operational governance or 20% trustees time gone down to governance. We can split staff costs into the accounts if this needs to be shown but there is no guidance on this from the charity commission. In respect of these reports, 100% of staff time has been allocated to cost. In future could split out staff time into governance. All unrestricted expenditure so easy to do this split if required.
- Equivalent cost of volunteer time could be reported on but there is no requirement to do this. It can be an interesting fact for the report and looking at year on year reports to measure volunteer time. Maybe think about this for next year.
- It was clarified that currently three trustees (RS, TK, RG) and the director (EM) have access to the bank account. All payments require second authorisation.
- A question was asked if we should consider registering with Scottish and Northern Ireland charity regulators. There is no requirement to do this.
- Pur financial accounts are currently adequate for the size of charity with sufficient governance in place
- Annual budget reviewed against expenditure on a quarterly basis is sufficient. Cashflow is more important to look at

The process for completing this report is:

- EM to provide detail on break down/coding of professional and legal fees
- ML to make final adjustments and send for approval
- Approval of accounts to be minuted at 8 August exec committee meeting
- Report will then be signed by RS and ML
- UKHACC responsibility to upload to charity commission

Actions:

- As above

## 6. Nominations for election

Following a call for nominations, eight individuals have been nominated from the UKHACC membership to stand for election as trustees.

The nominees are:

Professor Ramesh Arasaradnam	Royal College of Physicians
Professor Jill Belch	Royal College of Physicians of Edinburgh
Dr Helena Clements	Royal College of Paediatrics and Child Health
Rose Gallagher	Royal College of Nursing
Suren Kanagasundaram	UK Kidney Association
Rodney Morton	Florence Nightingale Foundation
Munro Stewart	Royal College of General Practitioners
Richard Strang	Royal Pharmaceutical Society

An election will be held to select the three candidates who will be appointed as trustees. The schedule for the election process is outlined here. Voting will open on 26 July and close on 6 September. The successful candidates will be announced at the AGM on 26 September.

It was agreed that a list of current trustees should be provided with the voting information.

It was agreed the rules around one vote per organisations and decisions in the event of a tie should be reviewed ahead of the next election.

Action:

- Trustee nominees to be emailed to confirm nomination and save the date for strategic planning workshops
- Election candidate statements to be downloaded and saved
- Election voting form with link to candidate statements and voting schedule to be issued (include information on existing trustees)
- Review current one vote per organisation rule and decision making in the event of a tie

## **7. Strategy day agenda**

An outline agenda for a strategy workshop on 25 and 26 September was shared prior to the meeting and discussed. A lot of the day will be informed by the outcome of the member survey.

We felt it would be good to have an external facilitator and have asked Laurie Laybourn Langdon, who is a former director of UKHACC and a very strategic thinker. He has requested payment for his services. We propose offering £500 payment. It was agreed this was appropriate.

It was agreed that outgoing trustees should attend if they are able.  
SM sends apologies, TK sends apologies

Action:

- EM/RS to follow up with Laurie Laybourn Langdon regarding facilitating the workshop

## **8. Member survey**

Following discussion at the previous meeting, and further contributions over email since the previous meeting, a draft member survey was shared prior to the meeting.

It was agreed getting members' views on how we respond to climate activism should be done separately at another time.

Some amendments were discussed during the meeting:

- Adding an additional question to ask if members are aware of various projects completed
- Removing the request to rank and instead asking to tick those they feel are impactful
- Switch order of measuring success factors

Actions:

- EM to amend survey questions as discussed and set up on survey monkey to be circulated to members as soon as possible

## **9. Election update**

The new government was elected on 5 July. Prior to the election, we produced a summary of party manifestos against our five priorities for the next government. As we move forward, we will focus on picking out things from the Labour manifesto that provide opportunities for engaging with the new government and pushing forward.

We received 120+ responses to our letter to candidates prior to the election. We will now commence a process of cross checking those who replied to our letter against those who were and were not elected with the aim of responding and opening a dialogue where appropriate.

EM and AP were thanked for work in putting together the website with clear information on actions to take.

Draft objectives for engaging with the new government was discussed.

It was highlighted the email from Kerry McCarthy received in response to our letter to candidates outlined a number of areas we could follow up on: Nature Bill, flood resilience, adaptation, Green Energy plan, public transport, etc

There is also potential to work with mayors - especially when we have someone from their constituency. This might be an area to work with spokesperson network

Between us using personal networks we should aim to contact new MPs.

Could we play a role in joining things up to help show MPs how to join up the dots for thinking how things might work differently or better. For example, tying in with health and social care and reducing costs, and supporting the prevention agenda, with a focus on health of the population (not on health service alone).

RS/EM will start writing letters and have further discussion at the next meeting on what we will pursue.

Actions:

- RS/EM to start process of writing letters to MPs and actions to take forward
- EM/AP to cross check responses to letter against elected candidates

## **10. Process for approving policy reports**

A draft policy for trustee approval of UKHACC policy reports produced with partner organisations was discussed. Final process would require two trustees to review and recommend (or not) final approval.

It was agreed that additional stage relating to approval of the scope of the policy report should be added to the policy.

Actions:

- EM to update policy report approval policy with additional stage near start of process regarding scope of the report

## **11. Potential members**

RS suggested now is potentially a good time to have a drive for new members.

SM advised that Faculty of Intensive Care Medicine is not an independent entity so not able to join.

**12. Risk register**

The risk register was shared prior to the meeting.

Text here

**13. Any other business**

None

**14. Next meeting**

The next meeting will be held online at 14.30-16.30 Thursday 8 August 2024