



HEALTH ESTATES AND FACILITIES MANAGEMENT ASSOCIATION

PROCEDURE FOR MEMBERSHIP APPLICATIONS

1.0 Purpose of this Procedure.

- 1.1 The constitution of the Health Estates and Facilities Management Association (The Association) provides for four classes of membership. These are 'Local NHS Organisation Members', 'NHS National Members', 'Commercial Members' and 'Individual Members'. The criteria and benefits of each category of membership are described in the Association's Constitution which can be found on the HEFMA website (www.hefma.co.uk).
- 1.2 This procedure details the application and approval process for individuals and organisations wishing to subscribe to membership of the Association. This procedure also requires the full completion of the 'Membership Application Form'.

2.0 General Instructions.

- 2.1 Individuals or organisations wishing to apply for membership of the Association should in the first instance complete the 'Membership Application Form' which is attached as **Appendix 1** to this document and available from the HEFMA website. It is important to fully complete all sections of the form in order that the Association can make a prompt decision on the suitability of the applicant for membership in the requested class.
- 2.2 The form contains a section for the applicant to include a short supporting statement that can be used to explain any reasons for the application and what contribution the applicant may make to the activities of the Association. This section will be particularly pertinent to 'Corporate' and 'Individual' memberships.
- 2.3 Once completed, the form should be emailed to subscriptions@hefma.co.uk, submitted through the web form process in the website, or posted to **Health Estates and Facilities Management Association, Suite 70, 33 Great George Street, Leeds, LS1 3AJ**. On receipt of the completed application form it will be registered and processed in the manner described in the relevant membership class sections below.

- 2.4 An annual membership fee is set by the National Council of HEFMA for each class of membership. These fees are reviewed each year to ensure they remain at an appropriate level.
- 2.5 The Association operates across the English NHS area in regional branches. If approved for membership the applicant will be allocated to the nearest branch to their geographical location. Alternatively, where the applicant expresses a wish to join a specific branch other than their local one, this may be approved by the National Council of the Association. Applications may also be accepted from other parts of the UK and Northern Ireland. There are 7 regional branches, namely:
- Eastern
 - London and South East
 - South West
 - West Midlands
 - Trent
 - Northern and Yorkshire
 - North West

3.0 Membership Classes

Full Memberships for Local NHS Organisations:

- 3.1 Where the application is on behalf of an existing NHS Trust, CCG or Community Interest Company the application will be approved by members of the National Council following consultation with local branch officers. The approval may be made by correspondence without the need for a full meeting of the National Council.
- 3.2 The organisation will have a local geographical boundary and the membership, once approved, will be assigned to the nearest regional branch to the location of the organisation. This branch will allow attendance at its regular meetings and the member organisation will have full voting rights on all HEFMA membership matters at branch level. Where the applying organisation is located close to the boundary of a branch it may request to be assigned to the neighbouring branch if there is a natural affinity with that branch or where it has relationships with local health system partners across the border.

NHS National Memberships:

- 3.3 Where the application is on behalf of an organisation or agency that forms part of the national NHS structure the application will be passed to the National Council of HEFMA for consideration at its next full Council meeting. This category of membership may also include social partnerships that form part of the 'NHS family' or organisations that are part of the NHS in other nations of the UK.

- 3.4 Where the application is from a national NHS body, such as NHS England & Improvement or NHS Property Services, the Association may allow membership of all regional branches for local representatives to attend the branch nearest to their office location. Where the organisation only wishes to have a membership with a single local branch this may be granted by National Council on a similar basis to NHS Trusts or CCG's.
- 3.5 In this class of membership, the subscription fee may vary dependent on the size of the organisation, the number of representatives requesting access to meetings and membership benefits or the number of branches the membership will cover. Membership will only be permitted following full payment of the invoiced fee.

Commercial Memberships:

- 3.6 Where the application is on behalf of a limited company or organisation that works for the NHS or that has a commercial interest in the healthcare industry, the application will be passed to the National Council of HEFMA for consideration at the next full meeting of the National Council. This class of membership may include PFI contractors, support services companies and product or building designers.
- 3.7 In this category of membership, the limited company or organisation may opt for a national membership or one covering just a single local branch or named branches depending on coverage of the company. The subscription fee will vary dependent on the size of the organisation, the number of representatives requesting access to meetings and membership benefits or the number of branches the membership will cover.
- 3.8 Once the application has been considered, a decision will be made regarding the appropriateness of the membership. If approved, the nominated regional branch, the branch nearest to the company address or, where national membership has been requested, all regional branches will be notified of the decision. An invoice will then be raised to the applicant and on receipt of the full settlement of that invoice the applicant will be informed that they are then eligible to attend branch meetings and gain access to the Association's website and other membership benefits.

Individual Memberships:

- 3.9 Where an application for individual membership is received, it will in the first instance be forwarded to the local regional branch requested in the application form or to the nearest branch to the address of the applicant. The branch will then consider the application and if agreed, put a recommendation for approval of the application to the National Council for ratification.
- 3.10 Once the application has been approved by the National Council an invoice will be sent out to the applicant and when payment has been received the membership will commence and the individual will be put in contact with their branch secretary in order to receive information about local meetings.

4.0 Membership Subscriptions

- 4.1 On approval of the membership application an invoice for the appropriate subscription level will be issued to the individual or the named representative of the organisation. Membership of the Association will commence only after full payment of the invoice has been received and will last until the end of the current financial year. Renewal invoices will be issued annually at the commencement of the next financial year. Ongoing membership of the Association will be dependent on payment of these annual renewal invoices, assuming the constitution of the Association still permits the membership of the applicant.
- 4.2 Where the application is received in the latter part of the financial year, the Association may, at its discretion, agree a part year subscription payment for the initial period only. All subsequent invoices will be at the full annual subscription value appropriate to the class of membership.
- 4.3 The membership subscription consists of a national fee and a local branch fee. The membership fee is standardised across all branches but from time to time the National Council may agree a variation in the branch element of the fee to address local financial requirements. This may result in different fees for some branch subscriptions. These local variations will be consulted on by the branch with their members prior to agreement but all applications for membership will be required to pay, in full, the prevailing subscription fee pertinent to the branch they are assigned to before membership can be granted.
- 4.4 The membership fees for all classes of membership will be determined by the National Council each year. This will be the amount that will be invoiced to each member and will not be subject to any individual negotiation. Applicants should refer to **Appendix 2** of this document for the current membership fees.

5.0 Decisions Made by the National Council

- 5.1 All decisions regarding eligibility for membership will be the sole responsibility of the National Council of HEFMA and will be binding. Any representations from local branches regarding any particular application will be considered as part of the process of granting or denying membership. The outcome of these decisions will not be subject to challenge by any applicant and the Association will not be compelled to explain these decisions or any internal discussions leading to them.
- 5.2 The decision of the National Council with regard to any application for membership will be communicated to the applicant in writing at the earliest opportunity.

Reviewed and Updated May 2020



MEMBERSHIP APPLICATION FORM

1. Full name of applicant:

**2. Full name of organisation
application made on behalf
of:**

**3. Membership class applied
for:**

**4. Field of work (if not an NHS
organisation):**

5. Brief supporting statement:

6. Registered address of organisation application made on behalf of:

7. Correspondence address: (if different from above)

**All communication will be by email wherever possible*

8. Contact email address:

9. Branch applied for:

Privacy Statement:

Signature and submission of this application form implies consent to the applicant's name and contact details being provided to the Association's publishing company for the purposes of administration of the Association, the Members' Section of the HEFMA website, distribution of the Pulse magazine and any other communication to members as required from time to time. These details will not be sold or provided to any other organisation for the purposes of marketing.

Declaration:

I confirm that I make this application in good faith and that the information I have provided above is, to the best of my knowledge, truthful and accurate.

10. Signature of Applicant or Authorised Representative:

The completed application form should be emailed to subscriptions@hefma.co.uk. If this is not possible it may be posted to the address below although this may delay the application process:

Health Estates and Facilities Management Association,
Suite 70,
33 Great George Street,
Leeds,
LS1 3AJ.

For Office Use Only

Date application received:

Date forwarded to Branch:

Recommended for approval by Branch (date):

Recommended By:

Approved for membership by National Council (date):

Signed on behalf of National Council:

Date forwarded to Subscriptions Manager for invoicing:



MEMBERSHIP FEES 2020/21

An annual membership fee is set by the National Council of HEFMA for each class of membership. These fees are reviewed each year to ensure they remain at an appropriate level and any changes are published at the commencement of the new financial year. The current membership fees for 2020/21 are shown below for each class of membership.

Full Local NHS Organisation Members

This fee applies to NHS Trusts, Foundation Trusts, CCG's and other public sector organisations that form part of the local NHS structure. The fee allows the organisation to become a member and to allow any of its staff to attend meetings or seminars where there is no additional event fee. In practice organisations will nominate staff who will be the representatives of the Trust and these will be given access to the website and regular issues of the "Pulse magazine".

The fee is structured on a national contribution to fund the Association infrastructure and a local contribution to support the activities of the local branches. These fees are standardised across all 7 branches with the exception of the South West branch which has agreed a slightly higher local contribution and the Trent branch which is self-funding locally and consequently does not charge the local element of the membership fee. Accordingly, the fees per branch are as follows:

• Eastern	£300.00
• London and South East	£300.00
• South West	£395.00
• West Midlands	£300.00
• Trent	£150.00
• Northern and Yorkshire	£300.00
• North West	£300.00

NHS National Members

This fee applies to NHS bodies with a national coverage. The fee allows for attendance at all or any of the regional branches and all other benefits of the membership. The fee is negotiable on the basis of the size of the organisation and the relative numbers of staff that will utilise the membership benefits. It is based on a minimum level, assuming few representatives and occasional attendance at branch events or only within certain localities.

Minimum starting fee level	£1,000.00
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Commercial Members

This fee applies to commercial and privately owned organisations that can demonstrate a commitment to the key objectives of HEFMA in support of the healthcare sector. The fee is negotiable on the basis of the size of the organisation and the relative numbers of staff that will utilise the membership benefits. It is based on a minimum level, assuming few representatives and occasional attendance at branch events or only within certain localities. It should be noted that corporate members may not be eligible for attendance for all agenda items at local branch events.

Minimum starting fee level for national membership	£1,500.00
Fee level for single branch membership	£300.00

Individual Members

This type of membership is personal to the applicant but allows attendance at branch events and all other benefits of the membership.

Personal membership for one individual:	£75.00
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The above fees may be subject to change with effect from April 2021 and the new rates will be confirmed at the Associations AGM in May 2021 prior to the next round of annual invoicing.