

## BOARD MEETING

### Minutes of the meeting held on 8 June 2016

**Present:** Steve Bracher, Alan Charnock, Graham Curling, Lesley Donnithorne, Kiva Falvey, Ian Hodson, Nicholas Johnston, Julie Lloyd (Chair), Linda Mortimer-Pine (via teleconference), Karen Nicol and Sandra Walton

#### 1 APOLOGIES:

Apologies were received from Stephen Coombe, Lee Conlan, Susan Gibson, Sanja Klindic and David Williams.

#### 2 CONFLICTS OF INTEREST

There were no conflicts of interest reported.

#### 3 MINUTES OF THE LAST MEETING AND MATTERS ARISING

Communications Plan – NJ reported that a number of product information leaflets are in production.

A HERA -v- HAY statement has been produced, although not mentioning HAY it highlights the merits of HERA. This document is for internal use only but NJ is happy to share this with the Board.

ECC has done more to promote the LMD service in the last few months, this has resulted in a higher return of surveys (a third of membership returned the survey). Susanne Bradley is looking into alternative models of the service and will weigh up options with the aim of reducing the cost of the service.

LMP will contact Steve Willis to ask if he would be interested in joining the Board.

JL will complete the Handover Guide for New Chair by the next Board Meeting.

The USM business plan is similar to the last plan as we are only delivering the training in October. Musa Ali of USM has published a book on Transforming Organisations in Malaysia; he asked for ECC's comments on the English translation and will credit ECC in the book.

It was agreed that we try and secure BMA House for the conference in November 2017.

NJ, JL and GC met with UCEA in February. NJ and GC had a further meeting with them this morning. Very good progress is being made. Susanne Bradley is on their living wage working group. ECC are looking at ways of possibly working in collaboration and sharing intelligence. NJ gave them a copy of the ECC strategy 2016/21. They talked about the desirability of ECC's and UCEA's labour market data services complementing each other, NJ will share the Capita survey results with them when available. This will be returned to at the next ECC/UCEA meeting. It was also noted that Laurence Hopkin will attend the next ECC SERN meeting.

**ACTION:** NJ, LMP, JL, KF

**4 NOTES FROM THE EXECUTIVE MEETING HELD ON 19.4.16**

No comments were made.

**5 CRM UPDATE**

There was a target of 60 inclusive days to be delivered, 57 have been delivered to date with a number pending; a target of 20 paid days to be delivered, 64 have been delivered to date with a number pending; 38 responses to the LMD survey; 4 Introduction to Role Analysis training has been delivered with another one rolling out tomorrow; network meeting (NURG, Pensions, SERN) are all well attended; a new email to members giving a snap of recent ECC information has now gone out and will do so periodically; ECC held a workshop at the UHR Conference which went well.

Sussex Coast College Hastings has expressed interest about ECC membership. Walsall College want to work with us but do not want to join at the moment, we will be doing some paid consultancy work with them.

**6 LABOUR MARKET DATA – CAPITA (RENEWAL OF CONTRACT)**

LD reported back following the LMD Steering Group meeting held this morning. The salient points were:

- This year we did 2 larger surveys instead of the 3 smaller surveys, this was primarily due to timings. It was agreed that we would continue to do the 2 larger surveys which will take place in October and April.
- It was agreed to change the November LMD meeting to October in order to discuss where we go with the Capita contract, look at other providers or come up with some other ideas to provide the service. The LMD group will feed their findings back to NJ, GC and JL prior to their next meeting with UCEA and feedback to the next Board meeting. Susanne Bradley, IH and SB will form a sub-group to take this further.
- It was agreed to stay with Capita for the LMD service in 2016-17.

**ACTION: KF**

**7 STRATEGIC PLAN UPDATE**

NJ has made some minor changes on the strategic map around timings, etc.

Four members of the ECC team will lead on the four areas of the plan. At the moment we are scoping out what we want to do in more detail.

NJ updated the Board by taking them through the project references:

**A1 - Rekindle/refocus and develop relations with sector bodies**

NJ will follow up with UHR regional chairs, JL thinks that there would be room on her regional UHR meeting for an ECC update. NJ has written to the unions requesting a catch-up meeting, although has not had any replies as yet. NJ thinks it will be helpful if he had a Board sponsor for this objective, JL agreed to be that sponsor.

UCEA clearly want to work in partnership with us as we are a similar business.

Relationship building needs targeting, we need to have a reason for forming a relationship and know what we want from it. Once a relationship is formed we need to sign it off as business as usual.

**A2 - Implement current communications activity**

ECC are developing some product leaflets, the website is going to be revamped and the second issue of the News You Can Use email bulletin will go out to members this week.

**A3 - Develop communications strategy**

NJ is drafting this and he will bring it to the Board in due course.

**A5 - Review how we exploit the consortium power**

This is about the power of membership e.g. joint work with Beamans. This is linked with communications. NJ may need a Board sponsor for this.

**B1 - Agree how to handle short-term market opportunities**

See product leaflets above.

**B2 - Develop/explore international opportunities**

We have the PIPPA training in October confirmed. ECC has no immediate plans to pursue international markets, and certainly won't do anything without Board approval. SW felt it would be good if a Board member could go to the PIPPA training and present a case study, SW will follow up.

**B3 - Review current pricing structure incl. financial viability**

ECC's current structure is fixed, you are either in or out of membership, or buy in consultancy for non-members. This project will run alongside the new markets and new products work, and is about reviewing current pricing structures and considering pros and cons of different options. The following points were raised:

- Would be good to pre-empt what issues members may be facing;
- FE colleagues may have lots of work due to mergers, we should have something in place but will also need to look at pricing;
- Promote what ECC members get and be clear about what we do;
- Need something that is responsive to issues;
- Look at legislation and think about what is going to come up in the future. GC felt that the Board should be able to identify areas coming up.
- A proposal on what pricing structure looks like;

LMP would like to be part of the sub-group to discuss the above, NJ will approach other Board members to join LMD and himself.

**C2a - Update behavioural indicators in comp framework and C2b - Guidance and support to apply comp framework**

Revise and refresh the competency framework, ideas were discussed with the consultancy development group this week, and proposals will be brought forward for timing and resources to achieve this during 2016/17.

**C3 - Enhance training/consultancy delivery**

This will be discussed at a team meeting, to look at how technology might benefit the delivery of training.

**C6 - Define total reward service**

Likely to require some external support.

**C7 - Member consultation / surveys**

We need to decide what we want to know, then work out how best to research that. Rather than being simply one large snapshot survey it is likely that we will require a range of methods over an extended period.

**D1 - Add comp framework to ECC Online**

This will happen this year.

**D2 - ECC Online phase 2 complete including new comp framework**

This is currently being sketched out.

It was noted that we need to capture what the deliverables are for every project and the timeframes. NJ will approach Board members in the areas he feels he needs Board sponsorship. The Board also agreed to increase the Development Budget

**ACTION: SW, NJ**

**8 FINANCE**

**2015-16 update**

KF reported on the budget, there is no concern but noted that the Income budget is up and that the Direct Costs and Member Services expenditure line is also up due to the volume of paid consultancy.

**2016-21 forecast budget**

The Board agreed the budget but agreed that the strategy development budget line should be increased to £20k per year over the next five years.

**ACTION: KF**

**9 ANNUAL CONFERENCE**

NJ outlined the format of the day as follows:

- We have secured our key note speaker Professor Rama Thirunamachandran from Canterbury Christ Church University;
- 2 or 3 workshops around data reports, reward and organisational development;
- Lunch and AGM;
- A speaker from CIPD may come but if not IH will arrange for someone from Lincoln to talk about Best Practice to aligning roles to Strategy;

- The conference will be held at ETC Venue, Hatton Garden as we were unable to secure the BMA House.

**10 ANY OTHER BUSINESS**

None

**ACTION TABLE FROM BOARD MEETING**

<b>Action</b>	<b>Team Member</b>	<b>Deadline</b>
Contact Steve Willis to ascertain if he'd like to join the Board	LMP	
Handover Guide for New Chair	JL	25.11.16
Send HERA -v- HAY statement to Board	NJ	
Secure BMA House for November 2017 conference	KF	
Rearrange the November LMD meeting to October	KF	
A Board member to attend PIPPA training in October	SW	
Arrange for a Board sponsor(s) re: strategic plan	NJ	
Increase strategic develop budget in budget forecast	KF	

**Board Meeting dates 2016-2017**

25 November (9.30am – 1pm)

9 February 2017 (12.30pm – 4pm)

20 June 2017 (12.30pm – 4pm)

**Annual Conference and AGM**

24 November 2016 (timing tbc)