

EXECUTIVE MEETING, 4 October 2016 (via teleconference)

Present: Graham Curling, Kiva Falvey, Julie Lloyd (Chair), Nicholas Johnston

1 MINUTES AND MATTERS ARISING

The minutes from the meeting on 19 April 2016 were approved.

Linda Mortimer-Pine will contact Steve Willis from the University of Hull to ask if he is interested in joining the Board.

NJ has started to draft a paper on possible new membership categories which he will discuss with the strategy project group looking at pricing.

Action: NJ

2 FINANCE UPDATE

2015-16

The 2015-16 accounts are currently being audited. KF reported that overall accounts were healthy, however the figures under employment costs are estimated. This is due to the introduction of FRS 102, pension liability. The income exceeded the budget expectations mainly due to the amount of paid consultancy carried out.

The Executive agreed that the audited accounts should be sent to the Board via email so that the Board can agree that they are happy for the accounts to go to the AGM.

Action: KF

2016-17

Even though it is early in the year, the income side of the budget has gone over budget, this is due to gaining a new member, Sussex Coast College and paid consultancy. Other than that the budget is currently on track.

3 CRM

2015-16

NJ reported the following:

- 85 paid days completed (68 days for members and 17 days for non-members);
- 71 inclusive days completed;

- 66 delegates from members attended the Introduction to Role Analysis events;
- 53 delegates attended the Annual Conference and AGM;

2016-17

Figures for 2016-17 are positive, 13.5 inclusive days and 10 paid days (8 members and 2 for non-members) have been delivered to the end of August. The first Introduction to Role Analysis is taking place tomorrow and all places have been booked (14). There are about 20 delegates registered to attend the Annual Conference and AGM, that figure is normal in comparison to previous years, however we will start advertising the event now along with the agenda for the day.

Action: KF

4 ECC OBJECTIVES 2016-17

- Good progress has been made in some areas of the Team Work Plan;
- The Communications Strategy has been drafted but will not be ready to present to the November Board meeting.
- NJ will review the timescales, status and Board member involvement for each objective and update the Plan for the November Board.
- Relationship with UCEA is positive, a meeting with Unions is taking place in November. We need to work at building relationships with UHR, it was felt that we do this regionally rather than nationally. NJ will do a paper for the November Board meeting on what our aspirations are on a relationship with UHR.
- NJ reported that Northern Ireland Colleges Association had been in touch with Craig Paterson. The Association is the employer of staff for all the colleges. It was suggested that we may need to come up with a creative way to get them on board. This might also be the opportunity to look at existing and future ways of membership. There is a specific objective on new markets within the Workplan.
- It was agreed that in future at the Board we will look at Business as Usual items as CRM separately from strategy project and development work. NJ will update the Workplan to reflect this.

Action: NJ

5 CONFERENCE

NJ reported that there is now a structure for the day in place. There will be three workshops with ECC staff facilitating and Board Members Chairing. The workshops will be run twice so it will give delegates the opportunity to go to more than one.

The Executive agreed the title 'Round pegs in round holes; Aligning roles to organisational strategy'.

NJ is waiting for Professor Rama's PA to get back to him with regards to timing as Rama has a later commitment that morning.

It was suggested that the AGM happen before the first workshop and that feedback should take place after the sessions. Therefore, there will be no plenary session. JL thinks that she will only need about 5 minutes for the AGM session.

The Executive asked that ECC staff take bullet point notes of key points made at the conference so that they can be discussed at the Board meeting the next day.

Action: NJ

6 BOARD OF DIRECTORS

It was noted that there is a huge amount of talent within the Board. The end dates of Directors needs to be staggered as there are a number of end dates in July 2017. The terms of reference for the term of a Board Member is three years, meaning that JL, GC and LMP dates should read 2018. There is a risk element if we have a number of Directors due to leave in any one year. JL will talk about this risk at the next Board meeting and will talk to members individually about extending their term in office.

JL and NJ will ask members at the AGM if anybody is interested in joining the Board. NJ will also ask the ECC team if they think any of their members would be interested in joining the Board.

The Governance paper will be brought to the Board meeting for good practice.

NJ will arrange the Audit and Risk meeting for after the Board meeting in November.

Action: KF and NJ

7 ACADEMIC POSITIONS EU MEMBER DISCOUNT

NJ reported that Academic Positions (on-line academic job board) got in touch with him to see how they could work with ECC. They say that circa 30 of our members work with them. They are keen to grow their UK business and have proposed offering ECC members 20% discount to their annual subscription fee and they are happy for their existing ECC customers to avail of this discount.

The Executive felt that we need to look further into this as we don't want to duplicate existing partners that offer a similar service. It was agreed that NJ speak to some of those members that they say they are working with to ascertain what they are getting from them. He will weigh up what comes back before taking this any further.

Action: NJ

8 ANY OTHER BUSINESS

Team and Executive Christmas lunch (13 December)

The staff Team expressed that they would prefer to do a lunch this year rather than the usual evening dinner, so that it gave those who travel the option of getting home at a reasonable hour.

Therefore, the Executive agreed that the next Executive meeting will be held in advance of 13 December via teleconference so that any items that may need discussing face to face can happen on the 13th. The Executive / Team lunch will take place at 2 pm in London, venue to be confirmed.

Action: KF

ACTION TABLE FROM EXECUTIVE MEETING

Action	Team Member	Deadline
FE Market paper draft to JL and GC	NJ	
Audited accounts to go to Board prior to AGM	KF	
Advertise conference and AGM	KF	
Update workplan	NJ	
Conference – update agenda and arrange for ECC staff to take bullet points	NJ	
Update Board of Directors table	KF	
Arrange Risk and Audit meeting	NJ	
Research Academic Positions further	NJ	
Confirm Exec teleconference date and Team/Exec Christmas lunch	KF	

Executive Meeting Dates for 2016-2017 are:

4 October 2016 via teleconference

December 2016 via teleconference (date to be confirmed)

27 April 2017 via teleconference