

BOARD MEETING

Minutes of the meeting held on 9 February 2017

Present: Steve Bracher, Alan Charnock, Graham Curling, Julie Lloyd (Chair), Linda Mortimer-Pine and David Williams.

In attendance: Nicholas Johnston and Sandra Walton.

1 APOLOGIES:

Apologies were received from Stephen Coombe, Lee Conlan, Lesley Donnithorne, Kiva Falvey, Ian Hodson, Sanja Klindic, and Karen Nicol.

2 CONFLICTS OF INTEREST

There were no conflicts of interest reported.

3 MINUTES OF THE LAST MEETING AND MATTERS ARISING

The minutes were agreed. Items from action list:

NJ reported that he had spoken to Steve Willis who has provided his CV and he is very keen to join. NJ pointed out that Steve has some clashes with our diarised dates with his own SMT meeting dates and we need to consult carefully over future dates to ensure he can attend. The Board confirmed they would be happy for Steve to join. NJ to confirm appointment with Steve. KF to consult re:dates.

Draft Email to members to encourage them to join the Board on hold until all current suggestions have been consulted and concluded.

NJ has asked consultants if they can recommend others to join the Board, Craig Paterson has one possible FE suggestion. NJ to follow this up.

UHR Scotland (lead member) is pending. NJ to check with KN.

Sarah Kilgour is interested, but there are some concerns about workload, KF to follow up.

It was noted that all other actions from the action table were on the agenda.

Action: NJ, KF

4 NOTES FROM THE EXECUTIVE MEETING HELD ON 4.10.16

NJ reported that Susanne Bradley will do a presentation at the North West Regional UHR meeting 27th February 2017.

NJ reported that the risk register has been updated. It was noted that all other actions from the action table were completed.

5 FINANCE UPDATE

In the absence of KF, NJ reported that the financial health of the organisation is on track to date. GC asked for the current position on reserves. NJ to ask KF to report on this to the Board.

NJ reported on the very positive response from ECC Team Members with the switch from IT providers The Bunker to Peach. The Board agreed that a thank you to KF should be recorded in recognition of the improved service, change to one consistent platform (Office 365) and money saving from this move.

Action: NJ, KF

6 2016/17 WORKPLAN AND CRM UPDATE

NJ updated the Board with progress to date. Key points were:

- Inclusive consultancy on track to date;
- Paid consultancy higher than anticipated;
- RA training well attended and success of LMD event in Scotland with 3 others planned;
- Ongoing progress with NURG and SERN.
- Work is to be done to improve recording of statistics and feedback on use of ECC Online.

7 LMD SERVICE DEVELOPMENT

NJ reported on work done to develop a more flexible model of delivery, part of which includes providing the service via the ECC website as opposed to the Capita hub. Board members were reassured about progress with Capita contract up for renewal in July 2017.

8 CONFERENCE 2017

NJ reminded the Board Members that the date for the conference is 23rd November and ETC Venues Hatton Garden has been booked because of the positive response from 2016. Some Board Members asked about the ability of ETC to host a larger group than last time in the event that we see an increase in numbers. KF to investigate, but both NJ and SW said they thought that with larger spaces on alternative floors this should be possible.

A number of suggestions regard topics around the table:

- Impact on reward post Brexit and international dimension;
- Combined impact of REF and TEF;
- Increased Equality agenda and in particular Venus1 and Transgender issues;
- Workforce planning and total reward in lead up to Brexit;
- Potential topic incorporating all above.

It was agreed that how the conference is pitched is going to be critical to its success and that NJ would ask two Board Members to volunteer to sit on a Working Group to discuss, agree and develop the theme for 2017.

Action: JL, NJ

9 GOVERNANCE PAPER

A clearer form of wording for item 25. Page 3 to be found.

Item 39. Page 6: it was noted that it creates a potential conflict of interest and re-wording is needed.

Action: JL, KF and NJ

10 FEEDBACK FROM UCEA MEETING

JL gave a summary of a very positive meeting and open dialogue with Laurence Hopkins and Sue Endean. Items discussed included the pay negotiations, Living Wage Toolkit, quality of negotiations with regard to TEF and the merger of sector bodies (HEA, ECU and LF).

Potential collaboration opportunities were considered which included joint workshops about the immigration challenges in light of Brexit.

JL mentioned Susanne Bradley attending the NW UHR Networking Group and suggested that it would be good to make further progress with invites to other regional UHR network groups.

11 PROGRESS ON STRATEGY

NJ reported on key points as follows:

- Projects B3 and B5 and pricing to be the subject of discussion between JL, GC, NJ and Susanne Bradley.
- Total Reward Project (C6) could be linked with conference agenda.

The Board expressed comfort on seeing the progress that has been made and it was suggested by JL that a more detailed strategy document should be shared with the Board at the June meeting for information.

Action: NJ

12 ANY OTHER BUSINESS

NJ reported that ECC owns the registered name of Educational Competencies Consortium Limited and the trademarks for ECC, FEDRA and HERA. ECC Ltd however is the registered name of an Accountant in Cheshire. Therefore, all staff and Board Members need to make sure they do not use ECC Ltd but use the full name with Ltd on all relevant electronic and hardcopy paperwork and documents.

LMP drew attention to an HEI benchmarking service (UniForum) that last year 12 HEI's had signed up to, with another 5 this year. They provide professional services

benchmarking in terms of Activity and Quality of service provision. LMP agreed to pass this on for information.

JL suggested that she works with KF to pull together a timetable for Board Members Terms of Office with the aim of staggering dates.

LMP – suggested that she would be happy to try and find a Marketing Director for ECC Board.

Action: JL, LMP

ACTION TABLE FROM BOARD MEETING

Action	Team Member	Deadline
Steve Willis, confirmation as Board Member and check future dates	NJ/KF	
FE Board Member	NJ	
Sarah Kilgour (Oxford) follow-up	KF	
UHR Scotland member	NJ	
Notify Board Members of reserves	NJ/KF	
Conference 2017 – invite Board Members to volunteer for working group	JL/NJ	
Update the Governance paper	JL, NJ, KF	
Report back on Pricing paper discussion	NJ	
Circulate more detailed strategy paper to Board before 27 June meet	NJ	
Stop using ECC Ltd or Limited and use Educational Competencies Consortium Limited or Ltd instead.	All	
UniForum information circulation	LMP	
Timetable for Board Members	JL/KF	
Suggest Marketing Director for Board	LMP	

Board Meeting dates 2016-2017

27 June 2017 (12.30pm – 4pm)