

# **BOARD MEETING**

## **Minutes of the meeting held on 8 February 2018**

**Present:** Alan Charnock, Stephen Coombe, Graham Curling, Ian Hodson, Sarah Kilgour, Sanja Klindic, Julie Lloyd (Chair), David Williams and Stephen Willis

**In attendance:** Kiva Falvey and Nicholas Johnston

### **1 APOLOGIES:**

Apologies were received from Lee Conlan, Linda Mortimer-Pine, Karen Nicol and Sandra Walton

### **2 CONFLICTS OF INTEREST**

There were no conflicts of interest reported.

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

The minutes were agreed as being a true record of the meeting.

Actions:

- GDPR Policy was agreed, however, minor changes will need to be made due to DCSL's Policy. NJ will amend and send via email with track changes for Board approval.
- The international pay calculator is now live on ECC Online, it was noted that it is easy to use.
- JL was approached at the conference by a colleague from Middlesex who expressed interest to become a Director of ECC, however they have not come back to her.

**Actions: NJ**

### **4 NOTES FROM THE EXECUTIVE MEETING HELD ON 13.12.17**

- GC will speak to the UHR Chair at the next meeting, as they weren't at the last meeting.
- Non-active members is an on-going item.
- NJ to speak with Sandra Walton with regards to the Audit and Risk Committee.

**Actions: GC/NJ**

## **5 BOARD OF DIRECTORS**

Stephen Bracher has left Portsmouth and has decided to retire from the ECC Board. The Board noted their thanks to SB for all his work as a Director and a thank you gift was sent to SB in recognition.

There is no Welsh representation on the Board, DW will think of possible people from Wales who may be interested and let KF know.

There is also lack of FE representation. There is a possibility that Blackburn College may be interested. Although we are about to start work with Colleges Scotland, those colleges will not be ECC members so anyone interested would need to be an Independent member of the Board.

There is no desire to increase the number of Directors on the Board.

**Action: DW**

## **6 FINANCE UPDATE**

There are no concerns with the budget. However, it was noted that there will be a larger overall surplus than predicted. The surplus in the ECC Online development budget may need to be carried over to next year's budget.

KF to talk to SW with regards to USS.

**Action: KF/SW**

## **7 CONFERENCE 2018**

DW has secured Alison Johns as key speaker at this year's conference and the theme will focus on gender/pay equalities. IH thinks his VC will be happy to speak and will get confirmation of this. We then need to decide on whether to have two or three speakers.

IH mentioned the CUC Consultation document and suggested it should be mentioned in the next 'News you can use', as it may be an opportunity for ECC to generate business.

It was suggested that we ask Alison Johns to base her keynote around governance, senior pay, etc.

Other points raised;

- Undertake research on the members gender pay gap reports, pick up on some of the terminology used and have a best practice guide. With the intention of highlighting HERA advantages over HAY. NJ will put this item on the team meeting in March;
- Think about our communications strategy ensuring the language we are using is right.
- Consider the need for branding. This will be discussed further in the strategic planning part of the day.

**Actions: NJ**

**8 COLLEGES SCOTLAND**

JL has now signed the contract and Colleges Scotland are in the process of signing, the agreement will come with a series of schedules. The value of the contract is £371k over a 3-year period. NJ and Craig Paterson are meeting with College Scotland on 23 February and will know more about their requirements after the meeting. We currently have 4 FE Colleges as members, we will lose those members but will have all of the Scottish Colleges as users through this contract. NJ is not yet sure of the resourcing. Costings of day rates for consultancy, training, etc has been done, along with software development which will incorporate a mark-up on the DCSL costs. NJ will circulate the contract to the Board for information.

**Actions: NJ**

**9 A.O.B.**

It was agreed that future meetings will be held on Thursdays whenever possible.

GC mentioned that some of the ECC policies are dated. KF and NJ will update these over the coming months.

**10 WORKFORCE PLANNING**

Restricted agenda item.

**ACTION TABLE FROM BOARD MEETING**

<b>Action</b>	<b>Team Member</b>	<b>Deadline</b>
Amend GPDR Policy and send to Board via email for approval	NJ	
GC to speak to UHR Chair	GC	
NJ to speak to Sandra Walton re A&R Committee	NJ	
Welsh Board Member suggestions	DW	
KF and SW re USS	KF	

Gender pay at Team Meeting	NJ	
Circulate Colleges Scotland contract	NJ	

**Board Meeting dates 2017-2018**

14 June 2018

**Proposed Board Meeting dates 2018-2019**

23 November 2018 (9.30 am – 12 noon)

7 February 2019 (1 pm – 4 pm)

6 June 2019 (1 pm – 4 pm)