

# **EXECUTIVE MEETING, 23 April 2018**

**Present:** Graham Curling, Julie Lloyd (Chair)

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

## **1 MINUTES AND MATTERS ARISING**

The minutes of the meeting held on 13 December 2017 were approved.  
GC will speak to the UHR Chair when they meet on 4 May.

**Action: GC**

## **2 WORKFORCE PLAN**

The workforce plan changes came into place from 1 April 2018.

Senior Consultant, Sandra Walton left employment on 31 March 2018. This departure was facilitated by a settlement agreement which included a compensation payment. The decision was made by the Remuneration Committee. This will show in agenda item 7, financial update within the Employment Costs Heading.

ECCs Governance Arrangements will need to be updated in line with the changes and brought to the June Board Meeting for agreement.

Some of the senior consultant's tasks overlapped with KF and NJ roles, so they will now formally take those over. The remaining tasks will be allocated to members of the team. NJ has spoken to the team about this and will formally seek agreement.

There is now a 0.6 FTE vacancy in the consultancy team. Trudy Stedman and Kerry Bullen proposed that they take on some of that time, by increasing their hours from 0.6 FTE to 0.8 FTE and the remaining 0.2 FTE be pooled between the pair of them in the event of overtime needed. NJ is agreement with a review of the arrangements after 6 and 12 months.

JL and GC agreed but noted that there is a risk with a lower number of consultants should someone leave, as these posts are not the easiest to recruit to noting levels of turnover.

## **3 2017-18 PROGRESS AND STRATEGY UPDATES**

30 inclusive days have been delivered with a further 19 pending against the annual target of 60 days.

68 member paid days and 11 non-members days have been delivered against the annual target of 17 days.

Labour Market – the pay calculator is now live in ECC Online. The first Capita bespoke report on International Pay (USA, Canada, Australia) is due shortly and will be distributed to all members.

Events – 5 Introduction to Role Analysis Training days have taken place with a 6th one to take place in June (annual target 5). An extra London date was put on due to demand.

The Pension Group have met twice this year, NURG have had two meetings with another being held in June and the South West Network Group had their first meeting in February.

key updates on the Strategy are:

- Member consultation has been delayed, KF and NJ will work on this later in 2018 and then look for another member of the team to contribute;
- The competency framework is in ECC Online but has not been revised. TS and KB will update, revise and put in ECC Online.
- The strategy implementation plan doesn't need to be fully populated for 2019-21 but updated year on year.

#### **4 CONFERENCE UPDATE**

Two speakers are now confirmed, female VC from Lincoln University and Alison Johns from Advance HE. A third speaker (male) from Network Rail is likely but to be finally confirmed, they have done a good report on the gender pay gap and have a positive story to tell.

The structure will be like previous years. KF will arrange another meeting of the conference working group.

**Action: KF**

#### **5. COLLEGES SCOTLAND**

NP and CP met with Colleges Scotland in March. Our principal contact Graeme is trying to steer a course that's acceptable to both management and the unions. We're not comfortable with the methodology at present as it doesn't fit with ECC's approach. A sound approach needs to be taken, if not, we may need to exit from the contact due to our reputation being at risk. NJ will be in contact with them this week.

The contract is worth circa £70k per year. JL asked NJ to update the Board.

#### **6. PIPPA (USM)**

NJ and CP went to Malaysia in April, CP delivered the training which was very well received. 2.5 days of training was delivered which was charged at £7,800 (CP will get £3,240 for this work with the remainder going to ECC). USM paid for accommodation directly, NJ needs to repay them £500 for his family's accommodation costs. USM will invoice ECC and NJ will repay the monies to ECC.

A three day programme will be delivered to USM in London in November, it will take place the days prior to our the conference and we will invite the delegates

to attend the conference. NJ will decide if we have more than one consultant delivery the training. They have also spoken about delivering more training in Indonesia next year.

They are keen to develop some software around training, job evaluation, competencies, etc and would like this to be linked up with ECC Online.

The training we have developed for PIPPA can also be rolled out to our members.

**Action: NJ/KF**

## 7. FINANCE UPDATE

There are no concerns with the budget. However, it was noted that there will be a shortfall within the Employment budget due to the workforce planning implementation (see agenda item 2). Overall, it is expected that we will end the year with a surplus.

KF asked for the Executive's agreement to ask Board Members via email to keep the subscription levels at the same rate as previous years. The Executive agreed.

It was also agreed to ask for Board approval to agree the financial statements for the year 2017-18 via email, prior to going to the AGM.

## 8. ITEMS FOR BOARD AGENDA

The items on this Executive Agenda should appear on the Board Agenda, along with the updated Governance Arrangements.

## 9. ANY OTHER BUSINESS

There was no other business.

### ACTION TABLE FROM EXECUTIVE MEETING

Action	Team Member	Deadline
Speak to UHR Chair	GC	
ECC's Governance Arrangement update	KF	
Arrange Conference Working Group Meeting	KF	
Scottish Colleges Update for Board	NJ	
NJ to repay Accommodation costs via ECC	NJ/KF	

Subscription rates approval request from Board via email	KF	
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**Executive Meeting Dates for 2018-2019 are:**

11 October 2018 – 10 am via telephone conference

11 December 2018 – 10.30 am London followed by Exec/Team lunch

18 April 2019 – 10 am via telephone conference