

# **BOARD MEETING**

## **Minutes of the meeting held on 14 June 2018**

**Present:** Alan Charnock, Stephen Coombe, Graham Curling, Sarah Kilgour, Sanja Klindic, Julie Lloyd (Chair), Linda Mortimer-Pine and David Williams

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

### **1 APOLOGIES:**

Apologies were received from Lee Conlan, Ian Hodson, Karen Nicol and Stephen Willis

### **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.

- SK name was omitted from the present list on the minutes, this has now been added.
- GC made contact with the UHR Regional Chair and is waiting for her to come back to him.

### **4 NOTES FROM THE EXECUTIVE MEETING HELD ON 23.4.18**

It was clarified that the CEO and Business and Finance Manager are members of Executive Committee, and therefore the minutes should be amended to show those postholders as Present rather than In Attendance.

### **5 WORKFORCE PLAN UPDATE**

NJ reported that the consultation took five months and the implementation date of the plan was 1 April 2018. The main change was to change the role of Senior Consultant to be the same as the other Consultant roles. A number of duties in the Senior Consultant role overlapped with NJ and KF's duties and other elements of the role are being picked up by the Consultant team. There is flexibility for these other duties to be changed within the team. It was noted that the Senior Consultant was offered the position of Member Engagement and Reward Consultant within the new structure but decided to leave. The Senior Consultant's FTE had been 3 days per week (2 days for member work and 1 day for other duties). Trudy Stedman and Kerry Bullen have increased their FTE by one day per week and are covering the majority of those members that the Senior Consultant looked after.

It was noted that things are happening quicker now as there is one less level of decision making and we have a higher number of 0.8 (or more) FTEs.

NJ confirmed that the Workforce Plan objectives either had been achieved or were well on track to being achieved.

## **6 BOARD OF DIRECTORS**

AC and LC are both due to stand down from the Board at the end of July. JL will contact both directly to see if they wish to continue to be on the Board or step aside.

### Governance Arrangements Paper

It was noted that the paper had been amended, this was prompted by the workforce planning and GDPR. The salient points were as follows:

- Attendance of Board meetings;
- Voting (ECC staff do not have the right to vote at meetings);
- Clarification of terms of reference to make them clearer;
- Board to be sent a declaration of interest form annual and return to the ECC office.

We need to decide if we publish any conflicts of interest, this will be discussed further at the next Board meeting.

It was noted that the risk register was a helpful document, however the audit and quality assurance committee needed to look wider than this document. NJ reported that Trudy Stedman will now administer these meetings and will be in touch with the committee soon.

**Action: KF, NJ**

## **7 2017/18 PROGRESS REPORT**

NJ went through the report.

The HRD at Plymouth University had asked to leave membership. Their Reward Manager wasn't aware of this. Trudy Stedman has now spoken to them, and they will remain in membership for a further year. TS is going to arrange a visit with them.

As there was a change in Government in Malaysia, there is a question about the future of ECC doing more training with USS (PIPPA) due to funding. There are ongoing discussions about delivering some training in London in November and some training in Indonesia in 2019.

Craig Paterson was meeting with the SMT at The City of Wolverhampton College that day about joining ECC. (Following the Board meeting, Craig informed updated the Board that they will come into membership on 1 August).

JL, GC and NJ had met with UCEA that morning. The main topic of their conversation was around the gender pay gap. JL noted that the relationship between UCEA and ECC had improved significantly and that the meetings were becoming more natural. It

was noted that the work with consultants, especially the work Susanne Bradley had done has helped with the improved relationship.

NJ went to a Colleges event in Edinburgh last week and spoke to the Association of Colleges, who confirmed that they do no JE work at present although there is some interest. Their model is to buy in expertise where they lack this or capacity themselves, so there could be an opportunity for ECC to work with AoC. NJ has sent further information about ECC to them and will follow up.

NJ has sent a brief out to market research companies regarding member consultation. One company has sent their brief back, the second company are yet to get the information back to us.

It was noted that we will develop further training, particularly around talent management. The Board thought that it should also link into the gender pay gap and that the training should happen soon, as the demand will be there. The Board also thought we could potentially invest some of our surplus into developing more tools for gender pay gap, and to also do work around senior salaries.

The Board expressed their thanks to all ECC staff, particularly for gaining new members and the volume of consultancy achieved.

## **8 FINANCE UPDATE 2017-18**

KF reported on this year's finance. It was noted that there will be a larger surplus than budgeted due to the high levels of paid consultancy, and the additional two new members that came into membership this year. There will also be an underspend within the expenditure budget.

### Budget 2018-23

The Board agreed the budget for 2018-19.

The draft budget from 2019-23 shows an increase in subscriptions by 2% year on year. The overall budget 2018-23 also details a breakdown of what reserves are being kept for and a note of possible risks and contingencies. It was agreed that the future budget and possible subscriptions increase will be discussed further at the February Board Meeting.

It was also noted that we should be more transparent about the need for and use of reserves and publish this along with our annual accounts in our annual report. It was agreed that JL should have a paragraph regarding subscriptions having been kept at the same level for a number of years and the increase in services offered in her brief for the AGM.

**Action: KF**

## **9 CONFERENCE 2018**

The conference will be held at ETC Hatton Garden on 22 November. The theme is Gender Pay Gap. Alison Johns, Advance HE and Prof. Mary Stuart, VC Lincoln have

both confirmed to speak at the conference. It was noted that JL, DW and NJ will need to speak to Alison prior to the conference.

There is still a need to find a third speaker and IH will look for someone within the private sector.

The existing structure of the conference will be retained but we will have 'world café' style workshops so that we can share feedback.

The conference will be promoted via our website, email and social media. NJ will also produce a hard copy booklet to send to members. The conference working group will meet up via teleconference again at the start of July.

LMP suggested that ECC do an 'award' type of event, promoting ECC's story from the beginning. NJ agreed to confirm key dates in ECC's and HERA's development.

**Action: NJ**

## **10 COLLEGES SCOTLAND**

NJ reported that when he met with Colleges Scotland that they wanted a centralised model where individual Colleges would not have access to ECC Online and would not be trained analysts. NJ and CP were unhappy with this model and asked earlier in 2018 that the implementation have a more significant local dimension. Despite this the updated implementation plan which was only shared with ECC last week remained very centralised. NJ and CP met with them again on Monday. NJ made it clear again that ECC was not prepared to agree the plan (the contract only proceeds if both parties agrees the implementation plan).

The meeting was successful, as Colleges Scotland have now agreed to revisions where local Colleges will score roles, which will be submitted to a central verification panel including ECC. NJ was hopeful that the project will now proceed and that they will want to start on 1 September. NJ is confident that we can do this in-house with CP leading with the support of another consultant.

## **11 PIPPA**

Discussed under agenda item 7

## **12 GDPR**

NJ reported that ECC are now GDPR compliant and that staff had been trained.

## **13 LMD**

Capita have decided not to renew our contract after July. Susanne Bradley is looking at other suppliers. We have received a proposal from Incomes Data Research which looks good although expensive. We are waiting for the University of Warwick to get back to us. NJ is confident that we will have a continued service in place. One option is to take elements of the service in-house.

#### 14 Membership Profile

NJ produced the above which he thought that the Board may find useful. It was noted that ECC members gender pay gap returns were lower than non-members. LMP said that medical schools could skew the figures as the pay gap will be higher. NJ agreed to ask UCEA to do some further analysis with and without members and non-members who have medical schools.

**Action: NJ**

#### 15 AOB

There was no other business discussed

#### ACTION TABLE FROM BOARD MEETING

Action	Team Member	Deadline
Declaration of interest forms to be sent to Board	KF	
Audit and Quality Assurance Committee	TS via NJ	
Subs levels on AGM brief for JL	KF	
Organise meeting with Alison Johns, JL, DW and NJ	NJ	

#### 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)