

## **EXECUTIVE MEETING, 10 October 2017 (via teleconference)**

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

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

### **1 MINUTES AND MATTERS ARISING**

The minutes from the meeting on 27 April 2017 were approved.

NJ contacted Paul Boustead at UHR but Paul's UHR role has now changed; NJ is now contacting the UHR Scotland convenor.

The University of Kent were contacted but they didn't engage, it was noted that they are pro HAY.

The University of Portsmouth have confirmed that we can use the pay calculator.

**Action: NJ**

### **2 FINANCE UPDATE**

KF reported that we had an exceptional year with regards to income, this is mainly due to paid consultancy. We achieved a surplus of £61,046 which will now be put back into ECC's reserves. The reserves now stand at £346,073.

NJ and KF to discuss the levels of reserves needed to fold down the company, the current level is believed to be c. £175k but that is on the low side. It was noted that the subscription level has been kept at the same level for the past five years.

KF explained that we are now using a new financial database called Xero and showed a profit and loss statement produced from the database. The Executive agreed that this report could be brought to the Board, for the Board's agreement to use this report for future reporting. KF will also produce a forecast statement for the Board.

NJ and KF meet with new member Stephen Willis, Chief Finance Officer, University of Hull. KF has arranged for SW to meet with Jennifer Davies, our accountant, at the Annual Conference.

**Action: KF and NJ**

### **3 2017/18 PROGRESS UPDATE**

NJ reported the following:

- Current membership stands at 125 (target 123 +). The University of Kent have left membership, Heythrop College have left membership (they are closing-down in October 2018), The University of Wales

Registry are merging with Trinity St David's and Plymouth College of Art have joined membership.

- Delivered - 5 inclusive days, 5.5 paid days and 2 paid half days to two non-members.
- Pending – 12 inclusive days and 2 paid days.
- Delivered one event 'Introduction to Role Analysis' to 14 delegates.
- There is a possibility of Sandra Walton doing a project with The University of Reading around Senior Pay.
- Susanne Bradley delivered training in partnership with an external trainer to the University of Hull regarding unconscious bias.
- A leaflet is being printed to promote our new LMD Service. The international pay calculator is currently being tested in ECC Online. We will launch the new service in the coming weeks when the calculator goes live.

GC asked if consultants have regular contact with all their members. NJ has gone through the membership with all consultants to ascertain engagement. Circa ten members have been identified as not having a high level of engagement with the HRD or lead contact (usually due to staff turnover). NJ and the consultants are in the process of contacting these members.

NJ updated the Executive on the upcoming CRM database in ECC Online where we will be able to record all activity in one place.

#### **4 STRATEGY REVISIONS**

NJ outlined that the paper reports progress to date and suggests changes to the strategy.

B1, B2, B3, B4 and B5 – these are now complete and B6 is being prioritised.

C1 – SW has now reviewed the HERA guidance for role holders, etc and has produced a set of documents for new users and existing users, we hope to have these completed documents by Christmas. NJ is waiting for CP to highlight the differences between FEDRA and HERA before updating the FEDRA guidance.

A1 – NJ and SW met with Unite, Unison and UCU representatives, all meetings went well. The main contact for GNB has been on sick leave but NJ is now trying to arrange a meeting date. The Executive discussed the positive potential for future, ECC presence at UHR Conferences, and reiterated that we should continue to pursue working with UHR regionally. It was also suggested that we should target Assistant and HR Directors who are active UHR members onto the ECC Board. Board representation from the North of England is strong, but weaker in the South, we need to revisit and look where we have the gaps. KF will provide a list of delegates for our conference to see if we can encourage any of them to join the Board.

A5 – We need to review our member deals and there isn't much uptake on them.

B6 – The FE sales push has begun in the NW of England with letters going out last week; CP is following up. The market development work identified museums and ecclesiastical organisations as having potential. NJ mentioned that the Church of England is reviewing its JE scheme so an approach could be timely.

C2a & C2b – The existing Competency Framework has been checked and uploaded to ECC Online, it is hoped that it will go live at the end of October. We will then scope the project on the future Competency Framework.

C7 – NJ, KF and SW have met to discuss member consultation and what we want from it. Once that is clear we will move onto considering how we collect that information and liaising with appropriate research companies.

D1 – see C2a & C2b.

D2 – currently testing and hoping to go live at the end of October.

D3 – New website now live, looking at pushing new development through ECC Online. It was noted that not all individuals at member institutions will be given access to ECC Online but will have access to the members area of our website.

C3 & C8 – Propose to combine both of these as 'Develop people management strategy services'. This is about how we can use technology better and link to talent management.

D4 & D5 – Defer until after C7 has been completed.

C4 – This doesn't need to be a project, a leaflet or an online presentation will suffice.

C5 – This should be built into ongoing business as usual rather than requiring a specific project.

C6 – This is contained within our existing portfolio of services.

Comments from Executive:

- We should consider how we describe the newly merged C3 & C8 and ensure that is based on reward rather than broadening out to a generalist HR consultancy service.
- The Executive agreed with the above changes, however changed/deferred and deleted proposals will require Board discussion and agreement.
- We should plan a more detailed strategic development day with the Board. We could get a snapshot of what members want from ECC at the Conference in November. It is important the projects going forward reflect how the environment has changed. It was agreed that we start this process at the February Board meeting, and let the outcomes from that day influence the member consultation work. That can then be revisited in light of member feedback at the June Board meeting. This proposal is to be raised at the November 2017 Board meeting.

**Action: NJ & KF**

**5. CONFERENCE UPDATE**

The conference is coming together and we have 45 delegates booked, this does not include Board Members or staff. The three keynote speakers are all confirmed. There will be three workshops (run twice) following the same format as last year with members identifying which workshops they wish to attend. The Royal College of Art are working with us in one of the workshops as it fits a current live project they are working on.

**6. CHAIR STANDING DOWN AND HANDOVER**

It was proposed that JL will stay on as Chair until July 2019 and the GC shadows JL in 2018-19 in preparation for his term as Chair in August 2019. The 'Terms of Office' need to go on the November's Board agenda.

**8. WORKFORCE PLAN**

Restricted agenda item.

**9. ANY OTHER BUSINESS**

As a way to encourage member retention, we could highlight in News You Can Use the advantages of HERA/FEDRA in light of Asda's recent employment tribunal.

NJ explained that he is currently doing work around the GDPR. It has been identified that our members rules will need changing, a cookies policy will need to be put in place along with a data protection and relevant employee data policies. Our Articles of Association says that we need to ask for member agreement to change our rules. We will ask for members agreement at the AGM.

NJ reported that ECC has been invited to tender for a JE scheme for all 26 Colleges in Scotland of which 4 are already members. APUC (Advanced Procurement for Universities and Colleges) who are managing the tender process have spoken to NJ a number of times and NJ feels that we are in a favourable position. The tender is open until 6 November. The contract has the potential to be worth up to £450k over 3 years. NJ has commissioned a public procurement specialist to help us with this and will let the Executive have sight of the submission prior to it going to APUC.

**Action: NJ**

**ACTION TABLE FROM EXECUTIVE MEETING**

<b>Action</b>	<b>Team Member</b>	<b>Deadline</b>
Reserves	KF + NJ	
Contact non-active members	NJ	
Contact UHR Chair Scotland	NJ	

Conference delegate list to be sent to Exec in advance	KF	
Strategy revisions to go on Board Agenda	KF	
Board Development day to go on Board Agenda	KF	
Terms of Office to go on Board Agenda	KF	

**Executive Meeting Dates for 2017-2018 are:**

13 December 2017 at 10.30 am in London followed by the team Christmas lunch

24 April 2018 at 10.30 am via teleconference