

BOARD MEETING

Minutes of the meeting held on 24 November 2017

Present: Steve Bracher, Alan Charnock, Stephen Coombe, Lee Conlan, Graham Curling, Ian Hodson, Sanja Klindic, Julie Lloyd (Chair), Linda Mortimer-Pine, David Williams and Stephen Willis

In attendance: Kiva Falvey and Nicholas Johnston

1 WELCOME NEW BOARD MEMBERS

JL formally welcomed SK and SW to the Board.

2 APOLOGIES:

Apologies were received from Alan Charnock, Karen Nicol and Sandra Walton

3 CONFLICTS OF INTEREST

There were no conflicts of interest reported.

4 MINUTES OF LAST MEETING AND MATTERS ARISING

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

Actions

- IH confirmed that the NURG were interested in a job design event and IH will take forward with Susanne Bradley.
- NJ reported a member from Blackburn College may be interested in joining the Board.
- The Universities Marketing Group are meeting on Monday and LMP will inquire if there is interest from any of them in joining the Board.
- KF has updated the budget forecast.
- NJ confirmed that 360 review is part of the current workforce plan proposals.
- NJ has dealt with the member implications of GDPR via the members rules. A website policy, etc will need to be drawn up and brought to the Board for approval. There is also some internal work which still needs to be done.
- NJ will contact Andy Wright when the pay calculator is up and running.

Actions: NJ

5 NOTES FROM THE EXECUTIVE MEETING HELD ON 10.10.17

It was noted in item 1 of the minutes that

'The University of Portsmouth have confirmed that we can use the pay calculator'
should change to:

'Andy Wright from the University of Portsmouth has agreed that we can use the pay calculator. Andy developed the calculator independently from the University.'

6 FINANCE UPDATE

KF reported the current financial status. The Board agreed that they were happy to use 'Xero' finance database reports for future reporting, and asked that future reports also contain information regarding expenditure on strategy projects.

The Board also agreed that the 'Income and Expenditure Reserves' on the yearly financial statement be defined as 'Development long-term', 'Development short-term' and 'Business contingency'.

It was noted that SW currently has reader view access for 'Xero' and KF will arrange for SW to have read only access to the ECC Unity Bank account.

The Board agreed that future yearly financial statements are formally agreed electronically by Board members in advance of the AGM.

The Financial Statement lists all Directors in Office when the Statement is signed on page 1, then on page 2, the list of Directors who served over the period with other changes such as new appointments and resignations listed on page 2.

KF advised that all the current directors, at the time of signing, should be listed on the report as on page 1. However, on page 2, the list of directors are those who served over the period with other changes such as new appointments and resignations .

Action: KF

7 2017/18 Progress Update

NJ reported that we have had a strong start to the year:

- 125 institutions in membership;
- Inclusive days annual target is 60, we have completed 13 days and have a further 7 days pending;
- Paid days annual target is 17, we have completed 29 days and have a further 10 days pending. Two half days were delivered to two non-members;
- One Introduction to Role Analysis training has been delivered with a further 4 days to be delivered;
- The Pension Group and NURG met in November.

The CRM element on the administration function of ECC Online is nearly completed.

SB suggested that it might be useful to include other Southern areas in the SERN Group. UWE, Bath and Plymouth expressed interest in a network group in their areas, Sandra Walton spoke with UWE and is taking forward.

JL had expression of Board Member interest from Middlesex University and will update at a later date.

Action: JL

8 CONFERENCE

The three speakers Nick Hillman, Peter O'Reilly and John McGurk were all excellent and delivered interesting keynotes at the conference. The audience ranged from HRDs to practitioners all with different levels of experience. It was agreed that we need to start planning for the 2018 conference now. Some of the points raised for consideration were as follows:

- Development opportunity for analysts;
- Lack of FEDRA users at this year's conference;
- Agree the topics for 2018 asap and advertise;
- Link speakers with topics for the group sessions, ask speakers to attend sessions;
- Suggested we should ask Alison Johns, Lincoln's VC and somebody from the private sector as the 2018 speakers;
- Could have one less speaker to give time for a group discussion;
- Broaden the event to encourage more high-profile people to attend;
- Conference excellent way to engage with members, to promote ECC and its services;
- The original purpose of holding the conference was to bring enough members together for the AGM;
- It was noted that UCEA really enjoyed the conference;
- Might be good to get a consultant to showcase what ECC does at the next conference;
- Use the conference to market HERA as a point of comparison with HAY ;
- Good to target HRDs;
- Noted that the LMD service wasn't promoted as the pay calculator on ECC Online isn't ready yet. Also noted that 98% of members are now using ECC Online fairly regularly;
- We should look at inviting delegates from outside the HR profession;

The Conference working group for the 2018 Conference will include NJ, KF, SC, DW and IH with SW and SK feeding in.

9 GOVERNANCE/BOARD OF DIRECTORS

JL's term of office as Chair will end in July 2019 and GC will take over as Chair in August 2019. It was proposed that JL and GC do a handover in 2018-19 starting with conducting NJ's appraisal and then GC to shadow JL for the remainder of the year.

JL also noted that she may stay on as a Board Member when her term of office expires.

The following points were noted:

- LC will join the Audit and Quality Assurance Committee;
- REC meetings take place via teleconference twice a year which works well;
- A number of changes may be made in the Governance paper following on from the Workforce planning exercise;

- Gaps in Directorship around Marketing, FE sector and the level of staff;
- Would be useful to have a Board member with a UHR connection;
- Suggested that could appoint associates/friends of the Board to avoid the Board becoming too big;
- KF to update the Directors in Office table.

Action: KF

10 STRATEGIC VISION

NJ outlined the changes as per his revisions paper. He also highlighted that he felt the plans for 2017-18 are realistic. Points noted were:

- If we get the communications and marketing correct then other things will fall into place;
- Would be good to have a mid strategy review to see where we want to go with specific areas;
- How do we know what our members want;
- Useful to know where we are i.e. looking at the journey of projects;
- Need to consider areas that are not being used e.g. consortium purchasing power, if it's not working then drop it;
- Agreed that the strategic plan needs to be reviewed, this will take place at the February meeting with business as usual taking place in the morning followed by strategic planning;
- A grid should be produced of who/what our current and desired relationships are with other organisations;
- Need to do a health check in certain areas with members, perhaps via SurveyMonkey;
- Should discuss how we put together subscription levels and this should be looked at along with the strategic plan.

11 A.O.B.

USS

It was noted that employees' costs may increase in the future.

Scottish Colleges

NJ reported that we currently have 4 colleges in membership from the above. 26 Scottish Colleges including our 4 members have put a job evaluation scheme out to tender. We have submitted our tender and are due to hear back mid-December. They won't become members so we will 'lose' the 4 members either way, but the contract would be worth £370k over a 4 year period.

Board Meetings 2017-18

It was agreed that the 2017-18 meeting should be held on Fridays where possible.

11 WORKFORCE PLANNING

Restricted agenda item.

ACTION TABLE FROM BOARD MEETING

Action	Team Member	Deadline
GPDR Policy for Board Approval	NJ	
Recognition for Andy Wright	NJ	
Arrange for SW to have read only access on ECC's Unity Trust Bank Account	KF	
Board Membership – Middlesex	JL	
Directors in Office table to be updated	KF	

Board Meeting dates 2017-2018

8 February 2018

14 June 2018