

EXECUTIVE MEETING, 13 December 2017

Present: Graham Curling, Julie Lloyd (Chair)

In attendance: Kiva Falvey, Nicholas Johnston (via phone)

1 WORKFORCE PLAN UPDATE

Restricted item. GC, JL and NJ in attendance.

2 MINUTES AND MATTERS ARISING

Item 4 – GNB should read GMB.

GC will speak to his regional UHR Chair at their meeting in January.

NJ has identified non-active members and will write to them.

All other actions are complete.

Action: GC and NJ

3 FINANCE UPDATE

KF reported that there was no further update since the November Board meeting. KF produced a breakdown of members, consultants and amount for paid days in 2016-17 and for the current year to date. It was agreed that these reports go to The Audit and Quality Assurance Committee on a yearly basis.

NJ said that we should hear back about our tender to the Scottish Colleges at the end of the week. It is envisaged that circa 74 days will be needed in year one, this will be made up of consultants, NJs and KFs time. We have the capacity to buy in extra resources should we need to.

Action: KF

4 PROGRESS UPDATE

17 inclusive days and 42 paid days have been completed with a further 10 inclusive days and 10 paid days pending.

Two Introduction to Role Analysis events have already taken place with a further three events to take place in 2018. The Annual Conference took place in November and attracted 59 delegates representing 34 member institutions. A number of network groups have also taken place.

5. STRATEGY/BOARD DEVELOPMENT DAY

The above event is taking place on 8 February from 9.30 am until 4.30 pm (although we hope to finish by 4pm). The context of the day will be as follows:

Board business – 9.30 am until 10.45 am

Agenda
Governance/Directors in office
Workforce planning report
Finance
Conference
Scottish Colleges (if bid successful)

Strategy Development will start from 11 am. The following points were discussed:

- Source a facilitator for the day, perhaps Jeremy Brown who facilitated the awaydays in 2015;
- As the awayday will be looking at what has changed since the strategy was developed in 2015 and the strategy will only be refined, only Board members and NJ will be required to attend. NJ will arrange a team meeting to discuss the outcomes and to collect feedback which will be shared with the Board.
- NJ reported that we collected some strategic feedback from members at the conference. The majority of this was more operational than strategic. Suggestions included:
 - o Labour market
 - o IT roles
 - o Share information on pay scales
 - o Reward/Senior pay

NJ will get back to those who contributed and will use the January edition of 'News you can use' to communicate to members

Action: NJ

6. ANY OTHER BUSINESS

Data Protection Policy and Privacy Policy

NJ explained that due to the GDPR there are a number of employer issues that need attention. We need the above policy in place and highlighted within the Member Rules and to be placed on our website. Some points raised were:

- Need to capture non-members;
- Define 'processing', need to be specific on why we hold this information
- Privacy might also be needed on information around DCSL
- Need to look at information held on the CRM
- Need an expiry date for when members and employees leave
- Good practice to put review dates in policies

Following this it was agreed that these policies be sent to Board members for approval. We also need to look at the Governance arrangements so there is clearer guidance on what committees sign-off what policies as there is no formal feed to Board from Committees at present.

ACTION TABLE FROM EXECUTIVE MEETING

Action	Team Member	Deadline
Speak to UHR Chair	GC	
Write to non-active members	NJ	
Bring 'member spend' report to the Audit and Quality Assurance Committee	KF	
Source Board Development day facilitator and arrange Team Meeting	NJ	

Executive Meeting Dates for 2017-2018 are:

24 April 2018 at 10.30 am via teleconference