

EXECUTIVE MEETING, 11 October 2018

Present: Graham Curling, Kiva Falvey, Julie Lloyd (Chair), Nicholas Johnston

1 MINUTES AND MATTERS ARISING

The minutes of the meeting held on 23 April 2018 were approved.

2 CRM UPDATE

CRM stats for 2017-18 are as follows:

- 125 members
- 68.5 inclusive days (up slightly on previous year)
- 90 paid days (up slightly on previous year)
- 6 Introduction to Role Analysis training events
- 7 Network events
- LMD relaunch with Capita

This is a very positive message back to members and the Executive will be invited to formally thank the team at the November Board meeting.

CRM stats for 2018-19 are as follows:

- 8 inclusive days delivered and another 5 days pending
- 1 paid day and 5 days pending
- 1 Introduction to Role Analysis delivered
- An LMD event delivered
- SURG meeting delivered
- NURG meeting delivered

There are 4 more Introduction to Role Analysis due to take place in 2018-19 and the conference in November.

3 FINANCE UPDATE

Another good year in terms of the financial health of ECC. 2017-18 finished with a surplus of £109,077 which will be put back into the reserves. It was noted that the breakdown and reasons as to why we hold reserves will be published in the Annual Report.

There are no concerns with the budget for 2018-19, with income ahead of budget through joining fees from two new members.

GC reported that the Quality and Audit Committee had taken place and that they were happy overall. A couple of questions were raised, one of which was arranging training for Directors to outline their responsibilities with regards to the

accounts and audit. Jennifer Davies from Revell Ward will deliver this at the November Board meeting.

The Quality and Audit Committee had sight of the draft Annual Accounts for 2017-18. It is hoped that the final copy of the accounts will be available on the week commencing 15 October, these will then be sent to the Committee giving them three days to comment and then will be sent out to the Board for comment and agreement prior to the AGM in November.

It was agreed that an induction pack should be set up for new Directors outlining what the Board does, a letter from the Chair, followed by a face to face meeting with the Chair and training around Governance as Directors below HRD level might not have experience of this.

It was also agreed that we approach an HRD from an existing Scottish FE member once the Colleges Scotland schedule is signed, to see if they would be interested in joining the Board.

Action: KF to draft induction pack; KF to send out final annual accounts; NJ to sound out interest with Scottish FE becoming a Board member

4 MEMBER CONSULTATION

We have commissioned DJS to carry out our member consultation. They are currently carrying out qualitative interviews with HRDs (circa 5) to inform the questions in the survey questionnaire that will be sent out electronically to members. DJS have had difficulties getting in contact with HRDs so the timetable has slipped into December. There will be some feedback for the November Board meeting and it will be picked up under the strategy agenda item. It is hoped that the consultation will be complete by the next Executive meeting in December.

5. CONFERENCE

There are 60 delegates booked on to attend the conference which include Board members but excludes ECC staff. David Williams secured Alison Johns from Advance HE to speak, Alison will comment on where we are in the sector with equality, good practice and challenges in the future. Ian Hodson secured Mary Stuart, University of Lincoln's Vice-Chancellor to speak. Mary will give a broader picture and her version on what keeps VCs awake at night with a focus on people and pay. Ian also secured Sarah Ashcroft an Employment solicitor at PricewaterhouseCoopers. Sarah will give the private sector view on challenges, lessons learnt and good/bad practice around gender/equal pay.

There will also be three workshops on the day. These are:

- *Pay risks and reducing the gender pay gap* run by Chris Charman who is a Principal and Senior Reward Consultant at Mercer. This session reflects on the recent Gender Pay Gap results in the UK HE sector and aims to share experience on potential risks and pitfalls to be aware of in pay programmes

to avoid making your gap worse. Based on Mercer's global research, insight will be shared on how organisations are looking to close their gap, and how HR functions need to work together to achieve this.

- *Streamlining role analysis: avoiding the pitfalls* run by the ECC Consultant team. The ECC team will demonstrate how ECC Online can be used to streamline role analysis processes. Sample job descriptions will be used to highlight the risks of inadvertently creating equality gaps between roles. The team will share examples of good practice, and where possible will help attendees work through real challenges so that you leave with an effective action plan for change.
- *Unconscious bias and reward decisions* run by Peter Allen of Enact Solutions. Aimed at Reward and/or HR professionals supporting senior teams with their University/College Gender Pay Gap/Equal Pay Review responsibilities. Joining the interactive session will allow delegates to experience a tool that may assist with identifying unconscious bias in a memorable way exploring where biases in recruitment/reward processes may exist. Delegates will develop action plans, including considering how to highlight unconscious bias within organisations

6. PIPPA (USM)

We had intended to run a training programme for PIPPA in November followed by the delegates attending the Conference. Due to circumstances within both ECC and USM this will now be postponed to November 2019 to coincide with the Conference. JL suggested that we think about Musa Ali delivering a Keynote at the 2019 Conference as it would be interesting to get a view from another part of the world.

7. SCOTTISH COLLEGES

NP and CP met with the above over the summer, there was a lot of union representatives at the meeting. A lot of discussion took place on the methodology to roll out the project and our opinion was asked – a sticking point with the unions was our preference for different role analysts to do the first scoring and verification stages. Although the Agreement was signed in January, we are now waiting for the Schedule and order form to be signed. NJ will chase up with his contact, Graeme Stephen and let him know that the Executive are concerned as this project is now drifting and impacting our resourcing plans. All going well, this work is due to being in January.

Action: NJ

8. ITEMS FOR BOARD AGENDA

Draft Board Agenda with timings

- 9.30 Audit/accounts training (delivered by Jennifer Davies, Revell Ward)
- 10.15 Strategy and Vision Update (this is to include members benefits, member consultation)

- 10.45 CRM Update 2018-19
- 10.55 Finance Update 2018-19
- 11.05 Colleges Scotland
- 11.15 FE colleges and private schools – consultant capacity
- 11.30 Conference 2018 review, Conference 2019 and ECC history
- 11.50 AOB

Member Benefits

We currently have ten stated benefits, although some of these are more tangible than others, and some (eg. online resources) form part of our core service. This item will be dealt with as part of the strategic plan agenda item.

History of ECC

ECC will be 25 years old in 2019. NJ has drafted a time-line of ECCs history and has asked Margaret Dale (previous CEO) for comment. JL felt that it would be a good idea to highlight this at the 2019 Conference and perhaps invite some key figures from the past e.g. Margaret Dale, people from the first Board.

FE colleges and private schools – consultant capacity

With the new FE colleges and Colleges Scotland in membership we need to consider the resources required in particular the consultants hours

9. ANY OTHER BUSINESS

Appraisal/360

This was raised at the Remuneration Committee and it was agreed that it would be discussed at the next Executive meeting.

Private Schools

We reviewed the potential for work with private schools when we did our market scanning exercise in 2015/16. The feeling at that time was they either set pay independently or with reference to local authority teaching pay. However, in the last couple of weeks we have had two separate enquiries from private schools.

The first one is a school in Kent. The school are questioning our evidence that FEDRA is fit for purpose for schools. We are proposing to take six roles from them and run them through FEDRA to see the outcome. Should FEDRA need further work to apply to schools they are keen on working with us to do so. This would be useful as we would be able to say that we have worked with schools to develop a specific scheme. They have also raised concerns with regards to the joining fee (£4k) so it might be possible with Board approval to significantly reduce or waive this depending on their in-kind contribution to any development.

The second school is in St Andrews in Scotland; they are also concerned about the joining fee, £4k. NJ has agreed as part of the negotiation to drop that to £2.5k as we have for other smaller FE and HEIs in the past. Kiva can we say what the next steps are

ACTION TABLE FROM EXECUTIVE MEETING

Action	Team Member	Deadline
Draft new Director induction pack	KF	
Final Accounts to go to Q+A Committee and then to Board in advance of AGM for agreement	KF	
Scottish FE Board Member	NJ	
Scottish Colleges Agreement to be signed	NJ	

Executive Meeting Dates for 2018-2019 are:

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

18 April 2019 – 10 am via telephone conference