

EXECUTIVE MEETING, 5 December 2016 (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 4 October 2016 were approved. It was noted that all actions from that meeting have been completed.

2 DIRECTORS TERMS IN OFFICE

2015-16

Concern was expressed about the possibility of Directors leaving the board at the same time. JL will approach those with leaving dates of July 2017 in the New Year to ascertain if they wish to continue with another term of 3 years or if they wish to leave. There were no approaches from members at the conference to join the Board. NJ will ask consultants to consider whether any contacts within member organisations would be interested in joining the Board.

GC will become the Chair in August 2018, JL will start doing a handover with GC in 2017-18, this will include GC shadowing JL with NJ's appraisal and the REC in 2017.

At the November Board meeting, Steve Bracher said that he would be happy to continue in office, therefore his term will be extended for a further 3 years to 2020.

JL's draft email to all members asking for nominations for Board Directors will be held until we have feedback from consultants regarding their members.

It was agreed that the following lines be added to the Governance Arrangements paper:

- Directorship will cease if a Director's member institution leaves membership.
- From time to time, there may be agenda items which will not require all or some of ECC Officers to be present at board' meetings.

Action: JL

3 UCEA MEETING (25.11.16)

All felt that the UCEA meeting went well and it was agreed that the set-up of the meetings remain the same for the time being (NJ, JL and GC attending the meetings).

JL asked the Chair of the North West Regional UHR meeting if Susanne Bradley could do a presentation around the living wage at the 27th February meeting at Manchester Metropolitan University, the Chair agreed to this. NJ will check SB's availability and get back to JL. NJ will also let Lawrence at UCEA know out of courtesy. If this goes well, JL suggested that we roll it out throughout the network of regional UHR branches.

Action: JL and NJ

4 RISK REGISTER

NJ reported that two of the Strategic Project Plans had been written with a further four to be drafted. At present the risk colour is at 'green', the Executive agreed that it should change to 'amber'.

Action: NJ

5 AOB

John Callen report regarding ECC New Markets Review

NJ and SB commissioned John Callen to review possible new markets for ECC as part of the New Markets Project that SB is leading on. He was asked to review potential UK markets and international markets focusing on mainly job evaluation rather than potentially wider services. He has identified some which may warrant further investigation.

GC and JL raised the following points:

- Housing Association – many are linked to local authorities and are linked to the NJC scale and the LA job evaluation scheme. GC felt that some of our competency questions would need significant changes for it to work for them;
- JL feels that there are questions around how far we want to go about getting new markets, and we need to always ensure that this brings benefits for our members;
- GC stressed we need to be careful not to devalue the HERA/FEDRA products by stretching their use too far from our core HE / FE purpose;
- JL was unsure about the report's conclusions around 'exploring' Housing Associations and 'cherry pick' Learned Societies as she feels that Learned Societies are more in keeping with our membership;
- JL felt that a trading company is potentially a good idea but that we would want to explore what the staffing model would be like;
- It was recognised that although our relationship with Malaysia remains positive, actual collaboration is fairly dormant at the moment;

Agenda item 1

- GC feels that it might take a very long time to break into some of these markets and require considerable resource;
- NJ said the reason of doing this report is to get discussions going. We may not do all of what is recommended but some of it may be feasible. We can draw a line under some of the recommendations after further discussion and this itself would be a helpful step;
- JL commented that currently our home markets tend to make the approach with us in the first instance. She agreed it would be worth looking into the academies and to cherry pick one or two learned societies;
- We need to be practical in terms of capacity and a good business plan will need to be put in place should we continue;
- JL suggested that we may be able to go through our members to access overseas work;
- JL also suggested that it might be an idea to try and get ECC profile raised through university and colleges doing accredited HR programmes;

It was agreed that the way forward is to set up a sub-group looking t new markets and pricing, which will consist of SB, NJ, GC and Linda Mortimer-Pine.

ACTION TABLE FROM EXECUTIVE MEETING

Action	Team Member	Deadline
Contact those Directors in office whos term ends in July 2017	JL	
As consultants to contact members' regarding Board membership	NJ	
NW UHR presentation re: Living Wage, ask SB if she's available to present; Advise UHR NW Chair if available.	NJ JL	
Change risk register from green to amber	NJ	

Executive Meeting Dates for 2016-2017 are:

27 April 2017 via teleconference