

EXECUTIVE MEETING, 19 April 2016 (via teleconference)

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

1 MINUTES AND MATTERS ARISING

The minutes from the meeting on 16 December 2015 were approved.

JL has spoken to Diane Howie, University of Teesside regarding becoming a Board member. Unfortunately, due to other commitments Diane is unable to join the Board.

At the Board meeting in February, it was suggested that Linda Mortimer-Pine contact Steve Willis from the University of Hull to see if he would be interested in joining the Board. KF will chase LMP.

If the above does not work out, KF will draft an email for JISC on behalf of JL, asking members if they could recommend a finance colleague, particularly from the London and South East as we need more representation from the area.

JL will produce a Chair handover guide.

Action: KF and JL

2 FINANCE UPDATE

The budget is on track, although it was noted that there is an overspend in the Company Meetings line in the Overheads budget. This should even out with underspending within the budget. There has been an increase in the number of paid consultancy days, CP has secured a 9-day project for the Students Union in Belfast and KB has a 9-day project for Bucks New University.

3 CRM

NJ reported the following:

- 35.5 paid days completed;
- 11 further paid days confirmed for the end of this financial year and another 21 days to be confirmed;
- 49.5 inclusive days completed with another 9.5 days confirmed and 8 more to be confirmed;
- Completed 4 Introduction to Role Analysis events so far with another one in the diary;

- The NURG have met 3 times already and have another date in the diary. The SERN have now met twice and another date for this year is in the diary.
- A Labour Market event will take place in September with Capita in attendance.

4 STRATEGIC PLAN

23 areas of work for 2016-2021 were agreed. The majority of these are front loaded so they will start next year. NJ will identify who leads what and which areas will need Board Member input. NJ will identify the areas of work to be phased first and bring a draft outline to the June Board meeting for approval. A number of projects have already started and one or two are complete or will be shortly i.e. Updated scheme documentation, criteria for new market entry. NJ will also get the team work plan in place for June.

NJ discussed the introduction of a short bulletin to be sent to members monthly in the form of an informal headline email 'News You Can Use'. This would outline some of the work ECC is doing with members, particularly around current topics of interest within the sector, but avoid duplicating what others are doing. JL and GC thought this would be helpful, and added that we also need to include the whole membership (FE) and ensure that Wales and Scotland issues are included.

NJ also reported that he had met with CP and discussed giving the FE market in the North of England a push. NJ will put together a letter from JL and GC outlining our benefits and how we could potentially help them with current challenges e.g. equal pay. ECC consultants would then offer to visit these colleges. It was suggested that if interest is shown, that we offer a time limited discount fee on our joining rates.

GC thinks there may be larger issues within some English Colleges as some FEs will merge. CG will forward some useful links over to NJ.

Action: NJ and CG

5 CONFERENCE

NJ reported that Ian Hodson came up with a conference theme of role design and how to ensure that roles align with organisational strategy.

It was suggested that we have a keynote speaker in the morning and afternoon, parallel workshops and the AGM in-between to finish off with a case study.

JL thought that this was a good theme and talked about revisiting the competency framework within the strategic plan.

It was also noted that role design is common to both HE and FE and for Scotland and Wales.

6 PIPPA

The London training session in October is now back on. The programme will be similar to last year, a 4-day programme with 3 days in the class room and a one-day study trip to Oxford. SW and SB will run the training course, with NJ being there on day one to welcome the delegates and on the last day to distribute the certificates.

ECC will be responsible for organising the training, training materials, certificates and study day. PIPPA will arrange the logistics i.e. training venue, accommodation, travel, etc.

NJ explained that PIPPA hold the majority of the risk, as ECC receives a 50% deposit prior to the training. NJ is waiting for Musa to sign the contract.

JL thought it may be useful to invite someone from PIPPA to attend or participate in our Conference in 2017 as she thought that members would find our collaborative work interesting.

7 ANY OTHER BUSINESS

FE

NJ asked the Exec for their views on ECC undertaking the scoring for potential new FE members where their own HR resource might be very limited – a ‘full service model’. GC thinks that would be appropriate for FE colleges but to only do it up to a point where they can then become independent. JL also agreed but was concerned about resourcing. NJ suggested using our associate consultants to resource would provide sufficient flexibility.

Mediation

NJ reported that the mediation session with NJ, SW and TS in March went very well. There is a definite commitment that they want to work better. A list of actions on how they communicate in the future were set out. NJ is optimistic that things will improve.

Executive Meetings

It was agreed that there would be 3 Executive meeting per year, 2 via teleconference and the December meeting to be done face to face.

ACTION TABLE FROM EXECUTIVE MEETING

Action	Team Member	Deadline
Chase LMP regarding Steve Willis	KF	
Chair handover guide	JL	

Strategic Plan – identify leads	NJ	
Team work plan	NJ	
Draft Letter for FE market	NJ	
Links for FE market	GC	

Executive Meeting Dates for 2016-2017 are:

4 October 2016 via teleconference

14 December 2016 face to face

27 April 2017 via teleconference