



EAUC BOARD BUSINESS MEETING

Minutes of the Meeting, held on
15th June 2015 via telephone conference

Present	Robert Bellfield (Chair)	RB
	Fiona Goodwin (Secretary)	FG
	Iain Patton	IP
	Roger Bond	RBo
	Wendy Purcell	WP
	Chris Long	CL
	Katrina Henderson	KH
	Janet Haddock-Fraser	JHF
	Diana Baker (student guest)	DB
	Angus Allen	AA
	John White (Item 3b only)	JW
	Apologies:	
	Neil Scott	NS
	Jamie Agombar (invited guest)	JA
	Marie May	MM
	Andrew Hewett	AH

Item	Minutes	Action
1.0	<p>Welcome</p> <p>RB welcomed AA to his first Board meeting since the AGM election and congratulated JHF and CL on their election to the Board.</p>	
2.0	<p>Minutes</p> <p>The Minutes from the Board Meeting held on 9th March 2015 were approved. Actions are being covered within this meeting.</p>	
3.0	<p>Discussion & Decision</p> <p>a. 2015 Strategic Framework – Paper 15.06.01 (Confidential)</p> <p>IP outlined activity to date. KPI3 is below target but hopeful that will increase due to the ongoing leadership activity and the launch of the Governors Guide. A new jiscmail has been set up for a Senior Leadership group. 2 small cohorts are attending the Harvard Executive Education event in July and October with the aim to build an alumnus in the UK. KPI6 is below target but this generally increases as we do more events. KPI7 is looking good to hit target. KPI11 is also nearly on target. KPI15 is now green which is good. IP stated that many of the activities are linked to being under staffed and not having key roles in place. A2 and A3 are both linked to the political risk of the University League ceasing to exist as this will be a loss of a driver and could be perceived that EAUC were part of their demise which we shouldn't be as we have been instrumental in constructive public dialogue to be part of the solution. A4 is due to no Corporate Relationship Manager in being yet in post but ongoing work is being undertaken by IP and FG. B1 shows the concern regarding lack of clarity on the current position of sustainability and the HEA but since this report we have made contact with a consultant who is leading in this area for HEA so this is now showing more promise and we have a meeting with them in July with University of the Nottingham. B3 is in progress and we are in talks with NUS, AoC and UCU to do a joint survey to the sector on the state of sustainability to identify trends with the aim of making this an annual survey and report and we have commissioned NUS to undertake the Member survey as part of this work. C2 is related to the vacant Corporate Relationship Manager role. D1 is due to reduce staff related workload that</p>	

we have postponed the MAC meeting. D2 is due to the vacant Corporate Relationship Manager role. It was noted that due to issues in recruitment for the Corporate Relationship Manager role and the maternity cover for the Finance Officer role that we may need to seek applicants from agencies which will incur higher costs due to agency fees but this will limit the risk to the organisation. The risks of the Corporate Relationship Manager role are highlighted within the Risk Register.

b. University of Gloucestershire Update – Verbal and Paper 15.06.02 (Confidential)

JW (HR advisor commissioned by the Board for the TUPE process) was present for this section of the meeting only. JW provided a verbal update to the Board following a meeting last week with University of Gloucestershire HR, JW, NS, IP, FG and a Unison representative. JW explained that as part of the TUPE process we have to consult with the Unions, however it was noted that UCU should be derecognised as we do not have any academic staff. It was noted that we currently do not have any staff that are Unison members. 3 measures were discussed at this meeting. The first Measure is regarding the pension as we cannot continue with the Gloucestershire LGPS pension scheme. LGPS have confirmed that we can only become an admitted body if the University of Gloucestershire were to provide a guarantee which the University are not willing to do. So the EAUC need to set up an alternative pension which is 'broadly comparable' under TUPE. Several pension providers already have Government Actuary Department (GAD) certificates which certify they are 'broadly comparable'. It was noted that the current pension is a career average scheme but this does not need to be provided under TUPE and it can be a defined contribution scheme. EAUC currently contribute 15.3% and employees pay between 6-8% depending on salary. However, the current scheme does include Death in Service and Ill-Health Retirement so these benefits either need to be built into the pension provision or a separate insurance policy will need to be taken out for the equivalent benefit. The cost of this will need to be factored into the contribution rate that EAUC put into the pension. The University is looking into potential funding to provide independent financial advice for staff and we will continue to push them for this as it is understood, from the Gloucestershire Pensions Department, that it is the University's responsibility to ensure that appropriate pension provision is in place at the point of transfer. The Board agreed for RB and NS to proceed to obtain independent financial advice on pensions with a GAD certificate with the aim to expend a similar amount as current spend on pensions inclusive of Death in Service and Ill-Health Retirement provisions.

RB & NS

The second Measure is regarding HR policies as many of the current University policies are contractual and under TUPE these also have to be transferred. However, due to University specific systems and structures many of these are not appropriate. Unison has confirmed they will take a flexible approach to changes to reflect the organisation as long as the spirit of the policy remains. Certain policies such as Disciplinary are considered most important to adapt so we are clear on structures. JW is to inform FG of which policies are contractual and the process to adapt will take place and then be consulted with Unison in due course.

JW & FG

The third Measure is regarding union recognition. The University recognises two unions, Unison and University and College Union (UCU) and as this is built into contracts as part of TUPE, EAUC will also need to recognise them. As the EAUC does not have any academic staff we should ask UCU to be de-recognised. The EAUC could also ask Unison for it to be de-recognised due to no current members – it was agreed to decide regarding Unison at a later date. It was agreed at the meeting that RB will lead on the de-recognition with UCU and JW is to draft a letter to UCU.

JW & RB

JW is to draft a letter that outlines our measures for RB to send to the University. It was noted that it was the University's responsibility to keep the unions and staff informed and EAUC are not liable.

JW & RB

It was acknowledged by the Board that this is an added distraction for staff whilst also

	<p>being understaffed.</p> <p>FG presented the proposed costings from the University for office space and certain services such as IT. Further clarification regarding IT licences with the University is required and FG is in ongoing discussions. Email hosting will be outsourced and FG is researching into options along with non-Microsoft licences which will need to be obtained and these will add to the overall costs. It was noted that certain services currently provided to staff will no longer be available after TUPE as we will no longer be University staff, such as library access and HR. It was noted that these charges from the University are a significant additional cost to the EAUC. It was noted that further clarification is required in terms and conditions on the lease. It was noted that research into alternative accommodation has been undertaken and would be comparable costs but would involve more setting up due to IT and therefore could be more expensive. At this stage it was agreed that further disruption to staff in relocation would not be an option. It was agreed that RB and NS will lead on negotiations with the University. It was agreed that RBo will review the lease once received. Once the known costs are confirmed for the agreement with the University and the costs relating to TUPE these will be factored into the budget.</p> <p>c. Update from Audit Sub-Committee i. Audit Sub-Committee Meeting Minutes – Paper 15.06.03 (Confidential) Noted ii. Monthly Budget Report – Paper 15.06.04 (Confidential) FG noted that the salary forecast will be updated once appointments and salary gradings are known. There will be a saving in salaries due to roles being unfilled but there will be an increase in recruitment costs which were not budgeted, especially if we have to use agencies to recruit. iii. Membership Renewal Report – Paper 15.06.05 (Confidential) Noted that the retention rate is steady. iv. Risk Register – Paper 15.06.06 (Confidential) The changes to the Risk Register were approved and the new risk (28) was approved. v. Payroll Options – Paper 15.06.07 (Confidential) The options were discussed and the proposal to outsource the payroll function to Bond Payroll Services was agreed. FG is to set this up.</p>	<p>RB & NS RBo</p>
4.0	<p>Conference Report – Paper 15.06.08 (Confidential) It was noted that the day package had worked well and the feedback was good with an increase in excellent ratings. FG noted that we are in on-going discussions with NUS and AoC for 2016 planning. The lack of further education reflects concerns in the sector. FG confirmed that lessons learnt will be fed into the planning for 2016.</p>	
5.0	<p>Project Report – Paper 15.06.09 (Confidential) IP noted that there are no issues to report but there is an ambitious matched income target to reach and the team are planning a conference in November. Recommitments are being sought with merged colleges. There is good traction with HEA Scotland in terms of leadership work. A draft report for the Carbon Management Plan Review has been sent to Scottish Funding Council.</p>	
6.0	<p>Membership Report – Paper 15.06.10 (Non-Confidential) It was noted that we have new Members from Belgium and Germany with the primary reason for joining being access to LiFE.</p>	
7.0	<p>Wales Branch Report – Paper 15.06.11 (Non-Confidential) KH presented the report and noted that they were trying to be more efficient with groups that exist and hope to merge some to prevent pressures on time. Some positivity can be seen in Government developments with high level governance. An FE version of the Governors Guide would be welcomed.</p>	
8.0	<p>MAC Report – Paper 15.06.12 (Non-Confidential) Noted and case studies welcomed. CL suggested a further development for LiFE could be in health and well-being.</p>	
9.0	<p>Corporate Relationship Report – Paper 15.06.13 (Confidential) It was noted that performance was going well except for the Green Gown Awards sponsorship from Companies. We hope to appoint a replacement CRM very soon.</p>	

10	<p>Scotland Branch Report – Paper 15.06.14 (Non-Confidential)</p> <p>AA presented the report and noted that there is hope there will be funding for a FE Carbon Management Plan report similar to the HE activity. AA outlined that a combined venue approach could be investigated as a potential host to the Annual Conference with universities and colleges within Edinburgh to provide a zero cost venue. The Board agreed it was a good idea and AA is to progress research.</p>	AA
AOB	<ol style="list-style-type: none"> 1. The Board agreed to add the maternity cover Finance Officer role as a signatory to the bank. 2. DB outlined current activities which include submitting her research and that she is going to Bangladesh for 11 weeks. DB is also representing the Board as a Green Gown Awards judge. 	
	<p>Next Meetings:</p> <p>Monday 5th October 2015 – all day – face to face – Priory Rooms, Birmingham</p> <p>Monday 7th December 2015 – all day – face to face – Priory Rooms, Birmingham</p>	