

AMOSSHE Executive meeting minutes

19 January 2024 | AMOSSHE National Office

Formal meeting time: 10:30 to 15:30



Attendees

Jill Stevenson (JS), Emma Bales (EB), Chris Warrington (CW), Sally Lambah (SL), Aleata Alstad-Calkins (AAC), Andy Shanks (AS), Sammy Li (SLi), Ian Munton (IM), Sarah Sweeney (SS), Paul Rossi (PR), John Bloomfield (JB), Benjamin Parsons (BP), Sam Boyle (SB), Michelle Scop (MS).

Apologies: Helen McNeely (HM), Anya Barbazza (AB), Ravteq Singh Dhesi (RSD).

Item 1: Standing item: Reserved business, conflicts of interest and AOB check

No declared conflicts of interest or other business.

JS welcomed IM to his first meeting, and welcomed MS to the National Office team.

Item 2: Standing item: Minutes and matters arising

The October 2023 meeting minutes were confirmed as a true record.

Actions:

- 56 – BP to link the EDI policy to the member etiquette and sponsor engagement policies – **ongoing**
- 6 – Membership engagement workstream to look at reconfiguring the England regional groups to improve engagement. – **Ongoing**
- 7 – HM and JB to write up the methodology for the RAG (red, amber, green) rating of the risk register, and expand the register according to JS and PR’s feedback (risk to organisation and current assessment). – **Ongoing**
- 8 – JB to schedule a detailed review of the risk register for the whole Executive team – **Ongoing**
- 15 – SB and JB to report membership feedback to Student Minds next week when they meet. – **Complete**
- 16 – BP, SB and Chairs to put together letter to Student Support Champion team outlining AMOSSHE’s position and what expertise we’d be able to contribute. – **Complete**
- 17 – Executive to reflect on the desirable characteristics of AMOSSHE and suggest ideas (related to new strategy) – **Closed**
- 18 – In relation to changes on the articles of association: HM, BP and JB to add ‘and wishes to continue as an Executive member’ after ‘higher education provider’ in recommendation B. Also to define the parameters for decision making. Also the ‘declaration’ needs to include a statement from the person changing role to explain why they are still right to be on Executive in their new role. Also add that if the change of role isn’t deemed to be appropriate, the role should re-open for election. – **Ongoing**
- 19 – HM, JB and BP to consider a national Executive representative for England, and for other minority groups. Specify that these representatives will attend Executive meetings but not reserved business. – **Ongoing**

JB noted that some actions marked as ongoing are currently paused due to staff resource.

ACTION: JB to share the list of Executive leads for each area of work.

ACTION: Resources and Membership Engagement workstream teams to consider how we can use the new website platform to gather diversity data about our membership. This will require attention

to our GDPR procedures for holding this sensitive data. There also needs to be a process for ongoing collection of this data.

ACTION: Membership Engagement workstream to look at how we might encourage / manage diversity in the Executive Committee.

Item 3: Standing item: Policy update

SB introduced paper 23-24-21.

New Office for Students consultations on a free speech complaints scheme and regulating 'relevant' students' unions in relation to upholding free speech

The Executive decided that although this has relevance to the work of Student Services, it's not core to our members' work. Other associations representing other areas of higher education work (for example Academic Registrars Council and Universities UK) are better placed to respond to the consultations.

Considerations for Student Services especially relate to potential conflicts / duplication with OIAHE (Office for the Independent Adjudicator for Higher Education) investigations, and the potential for the cost of Office for Students investigations to be drawn from Student Services budgets.

ACTION: SB to look at opportunities to support other associations' responses to the Office for Students consultations.

AMOSSHE update on progress with HEMHIT

JS updated the group about progress with the Higher Education Mental Health Implementation Taskforce (HEMHIT).

ACTION: JS and SB to lead on conversations with Universities UK about resourcing the University Mental Health Charter, to ensure that the full budget / resource requirement doesn't fall to Student Services.

ACTION: SB and BP to lead on a statement for members to clarify our position with regard to the University Mental Health Charter.

ACTION: JS and SB to lead on considering a framework for what mental health accountability might look like.

AMOSSHE priorities – building contacts with Labour ahead of an expected general election this year

The Executive considered whether we should prioritise influencing the Shadow Minister for Education with regards to student mental health given outstanding questions around HEMHIT's recommendations if Labour form a government. And beyond mental health, other priority areas we should address. These will also be relevant regardless of the new government / ministers.

ACTION: SB to work with the policy leads group to develop a set of AMOSSHE priority policy areas for the wider Executive to review. Also to identify the priorities of ministers / other sector organisations to position AMOSSHE in relation to those.

Item 4: Strategy review

Review of strategy structure and process

EB and JB presented progress so far on the 2024 to 2029 strategy development. The Executive approved the structure and values, with some work to do on articulating the aims.

Suggestions for changes:

- We should have a set of (measurable) outcomes / achievements of the strategy, so that we can demonstrate what we've achieved at the end of the strategy period.
- Focus our language on people / communities rather than members, and sharpen the wording to be concise and impactful.
- Collaboration needs to focus on members and other partners / stakeholders as well.
- We need to ensure that 'influence' is clear in the aims.
- The aim 'Shaping the narrative' isn't as clear as it could be – perhaps 'landscape' or 'direction' instead.
- Our influence needs to be beyond our (UK) sector.
- We need to clear up any crossover between 'Empowering members' and 'Cultivating excellence' – we need to distinguish between creating a strong, connected community and providing tools, resources and CPD.
- Sustainability and growth of the organisation needs to be an enabler.
- There are strategic enablers that will also underpin the strategy, which should be articulated for the Executive at the next meeting.
- The values need to be presented as wrapping around all our work, rather than linking to particular aims.
- Our vision statement needs to say that we support our members to support and empower students / shape the student experience.

The Executive Committee identified two areas that the new strategy will need to focus on, to account for changes in the sector:

- Commercial sustainability of AMOSSHE.
- Comms for different audiences / influence; but also membership and potential membership as Student Services becomes more of a whole institution approach.

ACTION: Strategy leads to include considerations from the January Executive strategy discussion into the next strategy draft.

ACTION: BP to adjust the National Conference 2024 themes to reflect 'impactful' instead of 'influential'.

[Item 5: Year end accounts 22-23](#)

See paper 23-24-22.

The Executive Committee agreed the accounts as a true and accurate record apart from the confirmation of the areas noted, which can be agreed and signed off by the Chairs of AMOSSHE.

[Item 6: Strategy workstreams discussion points](#)

External Development stakeholder progress

CW updated about work on stakeholder mapping.

ACTION: JB to put in a review of current stakeholder progress as a standing item in each Executive meeting.

ACTION: JB / BP to devise / share a process for responding to requests to work with AMOSSHE that come through Chairs or other Executive members.

[Item 7: Rules of Association update](#)

See paper 23-24-23.

JB introduced this paper.

The Executive agreed to remove the need for those wishing to nominate for any role to put forward a proposer and seconder in order for their nomination to be approved.

The Executive agreed to co-opt CW to the role of Vice Chair (Professional Development) for a further year.

ACTION: JB and BP to extract actions from the Rules of Association paper in order to implement the changes.

ACTION: JB and HM to review ideas about extending Executive terms from two years.

[Item 8: Policy overview horizon scanning paper](#)

See paper 23-24-24.

[Item 9: Strategy workstream updates](#)

Resources

See paper 23-24-25.

External Development

See paper 23-24-26.

Member Engagement

See paper 23-24-27.

[Item 10: CPD and NC progress update](#)

See paper 23-24-28.

[Item 11: Operations update](#)

See paper 23-24-28.

[Item 12: Communications strategy update](#)

See paper 23-24-28.

[Item 13: Any Other Business](#)

None.

AMOSSHE Executive meeting

19 January 2023 | AMOSSHE National Office

Formal meeting time: 10:30 – 15:30

Agenda

Welcome, minutes and matters arising: 10:30 – 12:45

Item	Title	Status	Presented by	Paper
1	Standing item: Reserved business, Conflicts of Interest & AOB check	Discussion	Jill Stevenson	
2	Standing item: Minutes and matters arising	Approval	Jill Stevenson	23-24-20
3	Standing item: Policy update	Discussion	Sam Boyle	23-24-21

Lunch: 12:45 – 13:15

Discussion and Approval items: 13:15 – 14:45

These agenda items are to be discussed and approved as per the directives within each paper.

Item	Title	Status	Presented by	Paper
4	Strategy review - Review of strategy structure and process	Discussion	Strategy group	
5	Year end accounts 22-23	Approval	John Bloomfield	23-24-22
6	Strategy workstreams discussion points - External Development stakeholder progress	Discussion	Leads	
7	Rules of Association update	Approval	John Bloomfield	23-24-23

Break: 14:45 – 15:00

Points for noting and AOB: 15:00 – 15:30

These agenda items are only to be discussed if members have particular questions.

Item	Title	Status	Presented by	Paper
8	Policy overview horizon scanning paper	Noting	Sam Boyle	23-24-24
9	Strategy workstream updates - Resources - External Development - Member Engagement	Noting	Emma Bales / Leads	23-24-25 23-24-26 23-24-27
10	CPD and NC progress update	Noting	Chris Warrington NC leads	
11	Operations update	Noting	John Bloomfield	23-24-28
12	Communications strategy update	Noting	Benjamin Parsons John Bloomfield	
13	Any Other Business	Discussion	Jill Stevenson	

Exec Board	Action No.	Agenda No.	Action	Actioned to	Status
Jan-23	56	10	BP to link the EDI policy to the member etiquette and sponsor engagement policies	BP	Ongoing
Jul-23	6	8	Membership engagement workstream to look at reconfiguring the England regional groups to improve engagement.	Member engagement team	Ongoing
Jul-23	7	8	HM and JB to write up the methodology for the RAG (red, amber, green) rating of the risk register, and expand the register according to JS and PR's feedback (risk to organisation and current assessment).	HM, JB	Ongoing
Jul-23	8	8	JB to schedule a detailed review of the risk register for the whole Executive team	JB	Ongoing
Oct-23	15	4	SB and JB to report membership feedback to Student Minds next week when they meet.	SB, JB	Complete
Oct-23	16	4	BP, SB and Chairs to put together letter to Student Support Champion team outlining AMOSSHE's position and what expertise we'd be able to contribute.	BP, SB, Chairs	Complete
Oct-23	17	5	Executive to reflect on the desirable characteristics of AMOSSHE and suggest ideas (related to new strategy)	Exec	Closed
Oct-23	18	6	In relation to changes on the articles of association: HM, BP and JB to add 'and wishes to continue as an Executive member' after 'higher education provider' in recommendation B. Also to define the parameters for decision making. Also the 'declaration' needs to include a statement from the person changing role to explain why they are still right to be on Executive in their new role. Also add that if the change of role isn't deemed to be appropriate, the role should re-open for election.	HM, BP, JB	Ongoing
Oct-23	19	6	HM, JB and BP to consider a national Executive representative for England, and for other minority groups. Specify that these representatives will attend Executive meetings but not reserved business.	HM, BP, JB	Ongoing

Policy report for AMOSSHE Executive meeting: January 2024

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Introduction:

This policy paper covers key policy areas for discussion and updates for noting. Part 1 covers topics for Executive discussion. Part 2 covers updates from AMOSSHE since the last Executive meeting. This paper is separate from the wider horizon scanning document which provides a more general overview of the policy landscape, including AMOSSHE actions.

The Executive are asked to provide feedback and direction on two discussion topics presented in this paper.

1. Areas of policy work for discussion and feedback:

1.1 New OfS consultation on a free speech complaints scheme.

OfS launched two new freedom of speech consultations in December. The first is their [consultation on its new freedom of speech complaints scheme](#).

My summary of the consultation can be found [here](#).

OfS will operate the scheme and decide what constitutes a legitimate claim and whether higher education providers (HEPs), their constituent institutions or student unions (SUs) have failed to uphold free speech.

The scheme will be coming in regardless, so the merits of introducing this are not up for debate in the consultation. The Higher Education (Freedom of Speech) Act 2023 requires OfS to introduce it.

However, they are welcoming feedback on their proposals for operating the scheme.

The free speech debate in English HE has largely revolved around external speakers and academic conduct. However, the scheme intends to enable a large range of people to make complaints about anything that believe has caused them problems.

There are a wide range of proposals focusing on the technical details of the scheme. These are broadly framed for general comments.

OfS have published a summary of the key proposals which broadly are:

- **Raising complaints.** They propose that eligible people can make a complaint once any HEP or SU internal process has been concluded or after 30 days since the process began (which is ever is first).
- **Reviewing complaints.** OfS will judge whether a complaint meets the broad criteria for a free speech complaint. To review complaints, they may ask for more information from the HEP, college or SU and consult relevant experts.

They will make a judgement whether it is 'more likely than not' that the complainant has suffered adverse consequences as a result of organisation failing to secure free speech.

- **Outcome of complaints.** OfS will write to the higher education provider, college or students' union in a 'Notice of Complaint Outcome'.

If the complaint is wholly or partially justified, this may include binding recommendations for the organisation to implement (including possible payments to complainants).

They may also make suggestions to the offending organisation, even if the complaint is not justified.

Unlike the recommendations, the suggestions do not have to be followed.

- **Promoting the scheme.** OfS expects HEPs and SU's to promote the scheme, including in induction and application materials.

Immediate questions and issues in relation to the proposals (for guidance purposes):

- **The scope of free speech complaints.** The scope of an eligible complaint is very broad. Are there any areas outside of academic/ external speakers where you can envisage a possible source of complaints?

E.g. someone going through a disciplinary process could in theory make a free speech complaint to the OfS.

- **Raising complaints.** Do you have any views on their proposal to review complaints after internal review processes are complete or 30 days have lapsed?
- Do you have any views on any potential issues with OfS reviewing complaints relating to free speech only? How could this relate to harassment related processes at your institutions?
- **Reviewing complaints.** There are possible issues that could emerge if OIA and OfS review different aspects of complaints. Whilst OfS wont review complaints made to OIA about the same issue, OIA could conceivably make a ruling on a harassment charge that contradicts an OfS verdict on free speech.

OfS needs to give this potential problem more consideration.

- **Timeframes for valid complaints.** The OfS is proposing sets out time limits for the submission of free speech complaints. OfS are proposing that free speech complaints must be submitted no longer than 12 months after the complainant last suffered adverse consequences.

There are questions about how this could be realistically measured.

- **Promoting the scheme.** Proposal N requires higher education providers to advertise the scheme from 1 August 2024. This includes promoting it in induction and application materials. Is this a realistic timeframe for members?

The consultation closes on 10 March. OfS intend for the complaints scheme to go live by 1 August 2024.

Questions for the Executive :

- Would the Executive support AMOSSHEs plan to submit a response?
- Does the Executive have any comments on my first reflections?
- Does the Executive have any other immediate concerns or comments about the consultation?

1.2 New OfS consultation on regulating 'relevant' student unions in relation to upholding free speech.

The second OfS [free speech consultation covers regulating 'relevant' student unions](#). For the first time, OfS will directly regulate student unions on free speech issues. I have covered the proposals in more detail in a members blog [here](#).

The main proposals are:

- OfS is proposing to complete and publish a public list of the 'relevant' student unions that they will regulate on their website.
- To publish guidance for student unions about their free speech duties and how they can comply.
- They want feedback on their plans to monitor student unions. This will include gathering information from student unions, universities and colleges, using surveys and media reports.
- They will require student unions to inform them of any events or issues that could affect their ability to comply with their free speech duties.

Immediate issues with the proposals:

- The guidance for SU's is vague and essentially replicates the wording of the Act. SUs may end up needing additional legal support to understand their duties in practical context.
- Could the proposals have unintended consequences for the independence of student unions?
- The OfS emphasis on using intelligence such as media reports to assess possible issues with compliance is potentially problematic. Could this be a political football e.g. OfS responding to reports from a Daily Mail campaign etc? Does this have implications for the independence of OfS?
- Do you have any views on OfS approaches to determining financial penalties? What could the impact of these penalties be on your SU?

The consultation closes on 17 March.

Questions for the Executive :

- Is this consultation relevant enough to our members to warrant a response?
- Do you have any comments or concerns about any of the proposals?

1.3 AMOSSHE update on progress with HEMHIT – Jill Stevenson

HEMHIT have progressed with some of their priorities. JS has a short update for the Executive on the interim project.

2.AMOSSHE updates for noting since the last meeting

2.1 AMOSSHE priorities- Building contacts with Labour ahead of an expected general election this year.

AMOSSHE wants to build a strong relationship with key decision makers in government. With Labour widely expected to win the next general election with an outright majority, there is a window of opportunity to influence relevant figures within the Shadow Cabinet.

At the last Chairs call, we discussed writing to the Shadow Minister for Higher Education, Matt Western, to give him a better understanding of our work and how we could support him to implement an effective policy agenda that advances our (and hopefully his) priorities.

Prior to requesting a meeting, AMOSSHE are going to:

- Carry out more background research into his priorities looking at his previous speeches, voting record.
- Speak with UUK about their engagement with the Minister to date to discuss shared approaches.

Once we have completed our initial engagement, we will want to consider our best way of advocating our members priorities.

Whilst this is not a major point for discussion at this Executive meeting, we will need to think about short term and long term priorities and opportunities.

Questions for the Executive?

- Should we prioritise influencing the Shadow Minister with regards to student mental health given outstanding questions around HEMHITs recommendations if Labour form a Government?

2.2 Duty of care ruling – High Court decision.

The High Court is reviewing for the first time whether higher education providers owe a legal duty of care to their students in England and Wales. The hearing took place over three days in December.

We anticipate that a decision will be reached in the next 2-3 weeks.

AMOSSHE is establishing contacts with the Equalities and Human Rights Commission. AMOSSHE is also discussing statements with Universities UK and keeping in touch ahead of the decision being reached.

When this decision arrives, we will need to put out our statement and consider how we can support members to understand the new ruling.

In the meantime, SB has drafted a basic statement which has been circulated to the Executive.

Update for the Executive:

- The Executive are invited to review our draft statement after the meeting.

2.3 Fitness/Support to study project update

SB has carried out some initial research with members since the last Executive meeting. SB hosted a members roundtable looking at key themes and challenges at member institutions.

SB has also conducted member one-to-one interviews which will be used to generate case studies which will be included in both the insights report and on AMOSSHE's website.

SB has now written up some draft case studies which are pending approval from the selected members he spoke to.

SB intends to bring a draft of the report to the next Executive meeting.

Key themes that have emerged from the research so far include:

- AMOSSHE members who have reviewed their policies often found that students saw fitness to study as a punitive process rather than a means of supporting their wellbeing and capacity to study.
- Academic staff attitudes to student wellbeing vary with some staff using fitness to study referrals to try to remove students from their course and others avoid using the procedure because they want to protect students.
- Most members SB has spoken to have not explained how they would communicate panel decisions to students within their policies.

Actions taken by members have included:

- Rewriting policies with student lead involvement and teams from across the institution such as disability support. Focusing on plain English and accessible language.
- Providing training on their policy to staff who are more likely to make referrals to fitness/support to study.
- Mandatory training for staff appointed to final stage/ stage 3 panels.
- Introducing outcomes data to measure how many students are able to continue studying after going through their fitness to study/support to study process.

Update for Executive:

- SB has written up several case studies which are waiting for approval from members.
- SB to provide a draft for the Executive at the next meeting.
- SB spoke at CP2 "Fitness to study: what's in a name?" about emerging themes from member research and next steps.

2.4 OfS updates on the pilot prevalence survey findings and engagement with higher education providers.

[Office for Students commissioned IFF research to deliver the pilot survey](#). 13 institutions signed up to the pilot.

AMOSSHE have been invited to a one-off meeting with the group to discuss how the pilot has gone to date and the next steps for the rollout of the main survey.

Update for the Executive:

- AMOSSHE has asked members who participated in the pilot about their experiences.
- AMOSSHE is speaking to UUK and AHUA about their views on the survey. AHUA have shared member feedback with us.

- AMOSSHE to consider inviting OfS staff to speak with members about the prevalence survey, their engagement with HEP providers and their next steps.
- OfS have expressed a willingness to speak to AMOSSHE members at our events.

2.5 Office for Students (OfS) consultation on new proposals for regulating harassment and sexual misconduct.

AMOSSHE submitted a consultation response to OfS proposals for regulating harassment and sexual misconduct. OfS and an externally commissioned organisation are currently reviewing the consultation responses.

The consultation closed on 4 May 2023. Our key positions are:

- We, in principle, support a new condition of registration, subject to the main proposals being revised.
- We believe that the current timeframe for introducing a new condition is unrealistic and unworkable. We have suggested a staggered approach to implementation with at least 12 months before the overall condition comes into effect.
- We disagree with the current training requirements being proposed and have called on OfS to produce further research and guidance to get a better understanding of what could work in practice.
- AMOSSHE does not agree with the current format of the requirement for a single document outlining all of a HEP's policies and procedures.
- AMOSSHE does not oppose OfS plans to introduce requirements for HEPs to publish a register of student-staff relationships. However, AMOSSHE has recommended that OfS looks at strengthening professional conduct frameworks as an alternative to their existing proposals.

Update for the Executive:

- OfS are privately saying that **they do not expect a decision in the first couple of months of the year.**
- The Women and Equalities Committee has [published a report](#) recommending that OfS proceeds with introducing a new condition of registration and that they include a requirement that all higher education providers introduce mandatory bystander training for all first-year students.
- The OfS are running internal engagement sessions about key proposed requirements in the consultation.

2.6 Higher Education (Freedom of Speech Act-) Banning the use of Non-disclosure agreements (NDA's) in sexual harassment cases.

In December 2022, the House of Lords adopted an amendment to the Freedom of Speech Bill which would ban [HEP's from adopting NDA's relating to misconduct or alleged misconduct by any individual.](#)

The Bill has now been [passed and has become an Act of Parliament.](#)

In the 2023 OfS consultation on sexual misconduct and harassment, there was a proposal to ban the use of NDAs in relation to any cases involving students. This would include retrospective bans affecting NDAs signed before the regulation is introduced.

AMOSSHE set out its position on NDAs in English Higher Education in our consultation response.

In Wales and Scotland, universities have already committed to not using NDAs.

Update for the Executive:

- AMOSSHE has spoken with several members about their use of NDA's and potential issues that may arise as a result of the way that the Act is worded.
- AMOSSHE spoke to DfE about the wording of the bill, outlining members concerns. We will be picking up this conversation with DfE to influence the explanatory guidance which will accompany the new Act.

2.7 Renters Reform Bill

The [Renters Reform Bill was introduced](#) in Westminster. AMOSSHE is speaking with sector colleagues to ascertain opportunities for influencing the Bill.

The Bill has gone through its Second Reading.

It [seeks to ban fixed term tenancy agreements \(FTTAs\)](#) for private rents and end the practice of 'no fault' evictions (Section 21). Purpose Built Student Accommodation (PBSA) is out of scope of the proposed legislation and FTTAs will still be available for students accessing this type of accommodation.

AMOSSHE (and the sector more widely) have concerns about the Bill because of the proposal to outlaw FTTAs as it will affect student lettings.

AMOSSHE has signed a joint letter with partners from the sector, which calls for an exemption in the Bill for private sector student accommodation.

Since the last Executive meeting, the Bill has passed its second reading. The Government is committing to a grounds for possession for student HMO landlords to serve notice and ensure that properties are available for the next academic year.

However, the government is still not considering exempting students so challenges around adequate supply remain. There is also a danger that landlords will hike rents as they offer shorter lets.

Update for the Executive:

- AMOSSHE has signed a sector letter which outlines concerns about the Bill and calls for the student private rental market to be exempt from the scope of the legislation.
- The second reading of the Bill has taken place.
- The Government responded to the [Levelling Up, Housing and Communities Committee Communities Committee's recommendations](#) in November.
- AMOSSHE has heard from sector partners that it is unlikely that the student private rental sector will be exempt from the scope of the legislation at present.

- SB is meeting with CUBO and other partners to discuss strategic joint approaches to engagement with the Bill.

2.8 The establishment of the Disability in Higher Education Panel

OfS is [establishing a new panel to ensure that disabled students can directly influence their regulatory work on supporting equality of opportunity](#). They have shortlisted candidates and will be interviewing them shortly.

Update for the Executive:

- OfS launched a formal recruitment process for the positions.
- OfS said they will also be consulting with AMOSSHE and other stakeholders throughout the process.

Year end accounts 2022-2023

You will find attached the final accounts for 2022-2023, these have been prepared by our accounts for sign off at this executive meeting.

Summary

The budget position for the end of the 22-23 financial year was expected to be £4,512.50 (including corporation tax). As you can see from the accounts we have made a loss of £8,528 (including corporation tax), a difference of £13,040.50. A table has been collated to provide a detailed breakdown of the major costs vs expectations. There is still a small amount of work to be done to ensure these are correct, namely the staff training costs, speaker fees, website maintenance all of which seem to have been allocated incorrectly according to our profit and loss records, the list of Directors also needs to be amended. This will be completed as soon as possible after the meeting and confirmed with the cha. As you can see there were some major variances that have made the difference, the main contributing factors for the budget that were not anticipated were the difference in non-allowable VAT, accountancy cost increases and consultancy fees. Just these three areas of expenditure alone amount to over £26,000 in themselves.

Before the adjustments are made to the budget for the remainder of the 2023-24 financial year some further investigation will be conducted and adjustments made to try and predict some of these costs for the end of the year and provide some further reflection time before drafts budgets for the 24-25 year and finalised.

We continue to utilise IT support, venue agents, HR and accountancy services externally and will look to review these this year to confirm we are making best use of the services we are being supplied with.

Recommendation A: These accounts are agreed as a true and accurate record apart from the confirmation of the areas noted above which can be agreed and signed off by the Chairs of AMOSSHE.

INCOME	Budget 22-23	Accounts 22-23	Difference	Notes
Membership income	£129,605.64	£130,268.00	£662.36	
CPD income	£67,186.50	£74,486.00	£7,299.50	WE added an additional CPD event during the year.
Conference income	£130,563.00	£156,316.00	£25,753.00	Lots more individual people attended for 1 or 2 days than anticipated including a lot of non members.
Project / research grant	£16,500.00		-£16,500.00	Income from TASO project and subvention, most has only just come into our accounts.
Media Sales	£0.00		£0.00	
Sponsorship Income	£94,400.66	£92,005.00	-£2,395.66	We adjusted the budget down from initially closer to £100,000 from the original budget due to the cancellation of the sponsor showcase event.
VAT adjustment	£0.00		£0.00	
TOTAL INCOME	£438,255.80	£453,075.00	£14,819.20	
EXPENDITURE	Budget 22-23	Accounts 22-23	Difference	
Staff costs	206,262.47	194,576.00	11,686.47	Was estimated due to not quite knowing the impact on the budget and costs during Anya's maternity leave.
Marketing	3,000.00	0.00	3,000.00	We did not buy any promotional materials for conference.
Venue Hire cost	96,448.00	129,288.00	-32,840.00	Costs were higher than anticipated, mainly due to the number of additional delegates than anticipated, reflected in the income.
Speaker Fee	1,800.00		1,800.00	
Subscriptions	360.00	1,206.00	-846.00	
Staff training	3,000.00	4,277.00	-1,277.00	TBC – unsure of allocated money to this account, this figure is incorrect
Insurance	1,490.84	2,259.00	-768.16	Purchased additional insurance for Winter and National Conference
Telephone	1,800.00	1,650.00	150.00	
Hospitality + travel + subsistence	31,012.30	25,048.00	5,964.30	Includes all travel of executive and staff and conference gala dinner costs for national conference.
Postage and Carriage	976.96	1,373.00	-396.04	
Accounting Fee	11,072.00	15,211.00	-4,139.00	Costs increase in year and we had to do further investigation on some accounts last year (which was paid for this year)

EXPENDITURE	Budget 22-23	Accounts 22-23	Difference	
Consultancy fee	1,115.00	5,315.00	-4,200.00	Consultants for communications project and through HR advice for the Executive Director.
Tenancy costs	24,308.34	19,275.00	5,033.34	Similar to the previous year, some expected rises were not as considerable as expected.
Equipment Hire	2,500.00	8,893.00	-6,393.00	Additional equipment was needed for the national conference to enable increased capacity and maintain quality of the event.
Minor Equipment / Software purchases	15,990.00	17,754.00	-1,764.00	Includes website maintenance
Miscellaneous/Contingency	8,552.27	715.00	7,837.27	Most additional costs were increases in expected areas and allocated accordingly (AV for example).
Bank Charges and Stripe bank fees	1,400.00	1,738.00	-338.00	
International engagement costs	3,000.00	615.00	2,385.00	
VAT non-allowable	14,901.00	32,736.00	-17,835.00	This is due to our current VAT calculations, the Executive Director will work with our VAT consultants to try and get a more accurate understanding of expected VAT costs. This will be lower next year. This difference was due to the change in membership renewals and bringing in more income earlier than in previous years. Our VAT calculations are based on received income not on invoices sent out.
Bad debts	0.00	499.00	-499.00	
Fixture and Fitting Depreciation	265.00	172.00	93.00	
Office Equipment Depreciation	3,361.00	2,562.00	799.00	
TOTAL EXPENDITURE	432,615.18	465,162.00	-32,546.82	

UNAUDITED DIRECTORS'
REPORT AND FINANCIAL
STATEMENTS

FOR THE YEAR ENDED 31
JULY 2023

**AMOSSHE, THE STUDENT SERVICES
ORGANISATION LIMITED**

(A Company Limited by Guarantee)

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

COMPANY INFORMATION

Directors

R Akinsete (resigned 24 March 2023)
R S Dhesi (appointed 1 August 2022)
P A Rossi (appointed 1 August 2023)
S Lee
H McNeely
A C Aleata (appointed 16 February 2023)
F Sherrington (appointed 25 September 2022)
C Slater
J Stevenson
C Kelsey (resigned 1 August 2022)
C Warrington
E J Bales
J Bloomfield (appointed 25 September 2022)
C Best (resigned 31 July 2023)
S Cavendish (resigned 16 January 2023)
C H Li
S Sweeney

Registered number

04778650

Registered office

Woburn House
20-24 Tavistock Square
London
WC1H 9HQ

Accountants

Menzies LLP
Chartered Accountants
Lynton House
7-12 Tavistock Square
London WC1H 9LT

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

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AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

DIRECTORS' REPORT
FOR THE YEAR ENDED 31 JULY 2023

The directors present their report and the financial statements for the year ended 31 July 2023.

Directors

The directors who served during the year were:

R Akinsete (resigned 24 March 2023)
R S Dhesi (appointed 1 August 2022)
S Lee
H McNeely
A C Aleata (appointed 16 February 2023)
F Sherrington (appointed 25 September 2022)
C Slater
J Stevenson
C Kelsey (resigned 1 August 2022)
C Warrington
E J Bales
C Best (resigned 31 July 2023)
S Cavendish (resigned 16 January 2023)
C H Li
S Sweeney

Small companies note

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 20 January 2023 and signed on its behalf.

J Stevenson
Director

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

MENZIES
BRIGHTER THINKING

CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE
UNAUDITED STATUTORY FINANCIAL STATEMENTS OF AMOSSHE, THE STUDENT SERVICES
ORGANISATION LIMITED FOR THE YEAR ENDED 31 JULY 2023

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of AMOSSHE, The Student Services Organisation Limited for the year ended 31 July 2023 which comprise the Statement of Comprehensive Income, the Balance Sheet and the related notes from the Company's accounting records and from information and explanations you have given to us.

As a member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at:
www.icaew.com/en/members/regulations-standards-and-guidance/.

This report is made solely to the Board of directors of AMOSSHE, The Student Services Organisation Limited, as a body, in accordance with the terms of our engagement letter dated 20 November 2019. Our work has been undertaken solely to prepare for your approval the financial statements of AMOSSHE, The Student Services Organisation Limited and state those matters that we have agreed to state to the Board of directors of AMOSSHE, The Student Services Organisation Limited, as a body, in this report in accordance with ICAEW Technical Release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than AMOSSHE, The Student Services Organisation Limited and its Board of directors, as a body, for our work or for this report.

It is your duty to ensure that AMOSSHE, The Student Services Organisation Limited has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the Company's assets, liabilities, financial position and loss. You consider that AMOSSHE, The Student Services Organisation Limited is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of AMOSSHE, The Student Services Organisation Limited. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

Menzies LLP

Lynton House
7-12 Tavistock Square
London
WC1H 9LT

Date:

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 JULY 2023

	2023 £	2022 £
Turnover	453,075	419,471
Gross profit	453,075	419,471
Administrative expenses	(465,162)	(344,075)
Operating (loss)/profit	(12,087)	75,396
Interest receivable and similar income	2,401	13
(Loss)/profit before tax	(9,686)	75,409
Tax on (loss)/profit	4 1,158	(14,834)
(Loss)/profit for the financial year	(8,528)	60,575

There was no other comprehensive income for 2023 (2022:£NIL).

The notes on pages 6 to 12 form part of these financial statements.

AMOSSHE, THE STUDENT SERVICES ORGANISATION LIMITED

(A Company Limited by Guarantee)

BALANCE SHEET AS AT 31 JULY 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	5	<u>7,667</u>	<u>7,020</u>
		7,667	7,020
Current assets			
Debtors: amounts falling due within one year	6	141,899	99,806
Cash at bank and in hand	7	<u>351,328</u>	<u>325,924</u>
		493,227	425,730
Creditors: amounts falling due within one year	8	<u>(209,499)</u>	<u>(131,669)</u>
Net current assets		<u>283,728</u>	<u>294,061</u>
Total assets less current liabilities		<u>291,395</u>	<u>301,081</u>
Provisions for liabilities			
Deferred tax	10	-	(1,158)
Net assets		<u><u>291,395</u></u>	<u><u>299,923</u></u>
Capital and reserves			
Other reserves	11	69,360	69,360
Profit and loss account	11	<u>222,035</u>	<u>230,563</u>
		<u>291,395</u>	<u>299,923</u>

AMOSSHE, THE STUDENT SERVICES
ORGANISATION LIMITED
(A Company Limited by Guarantee)

BALANCE SHEET (CONTINUED) AS AT 31 JULY
2023

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the provisions of FRS 102 Section 1A - small entities.

The financial statements have been delivered in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the board and were signed on its behalf by:

J Stevenson
Director

S Lee
Director

Date:

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

1. *General information*

AMOSSHE, The Student Services Organisation Ltd is a Company limited by guarantee registered in England Wales. The Company registration number is 04778650. The registered office is Woburn House, 20-24 Tavistock Square, London, WC1H 9HQ.

The financial statements are presented in pound sterling which is the functional currency of the Company and rounded to the nearest pound.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

2. *Accounting policies*

2.1 **Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The following principal accounting policies have been applied:

2.2 *Going concern*

After making appropriate enquiries, the Directors have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis when preparing the financial statements.

2.3 *Revenue*

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

Rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the Company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.

2. Accounting policies (continued)

2.4 Pensions

Defined contribution pension plan

The Company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the Company pays fixed contributions into a separate entity. Once the contributions have been paid the Company has no further payment obligations.

The contributions are recognised as an expense in profit or loss when they fall due. Amounts not paid are shown in accruals as a liability in the Balance Sheet. The assets of the plan are held separately from the Company in independently administered funds.

2.5 *Current and deferred taxation*

The tax expense for the year comprises current and deferred tax. Tax is recognised in profit or loss except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the balance sheet date, except that:

- The recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits; and
- Any deferred tax balances are reversed if and when all conditions for retaining associated tax allowances have been met.

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax. Deferred tax is determined using tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

2.6 *Tangible fixed assets*

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

2. *Accounting policies (continued)*

2.6 **Tangible fixed assets (continued)**

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

Fixtures and fittings	-	25% reducing balance basis
Office equipment	-	33% reducing balance basis

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss.

2.7 *Debtors*

Short-term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

2.8 *Cash and cash equivalents*

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

2.9 *Creditors*

Short-term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

3. *Employees*

The average monthly number of employees, including directors, during the year was 11 (2022 -11).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

4. Taxation

	2023 £	2022 £
Corporation tax		
Current tax on profits for the year	-	13,676
	<u>-</u>	<u>13,676</u>
Total current tax	<u>-</u>	<u>13,676</u>
Deferred tax		
Origination and reversal of timing differences	(1,158)	1,158
Total deferred tax	<u>(1,158)</u>	<u>1,158</u>
Taxation on (loss)/profit on ordinary activities	<u>(1,158)</u>	<u>14,834</u>
Factors affecting tax charge for the year		

There were no factors that affected the tax charge for the year which has been calculated on the profits on ordinary activities before tax at the standard rate of corporation tax in the UK of 19% (2022 - 19%).

Factors that may affect future tax charges

There were no factors that may affect future tax charges.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

5. Tangible fixed assets

	Fixtures and fittings £	Office equipment £	Total £
Cost or valuation			
At 1 August 2022	2,109	23,760	25,869
Additions	171	3,210	3,381
At 31 July 2023	<u>2,280</u>	<u>26,970</u>	<u>29,250</u>
Depreciation			
At 1 August 2022	1,565	17,284	18,849
Charge for the year on owned assets	172	2,562	2,734
At 31 July 2023	<u>1,737</u>	<u>19,846</u>	<u>21,583</u>
Net book value			
At 31 July 2023	<u>543</u>	<u>7,124</u>	<u>7,667</u>
At 31 July 2022	<u>544</u>	<u>6,476</u>	<u>7,020</u>

6. Debtors

	2023 £	2022 £
Trade debtors	137,134	94,465
Prepayments and accrued income	4,765	5,341
	<u>141,899</u>	<u>99,806</u>

7. Cash and cash equivalents

	2023 £	2022 £
Cash at bank and in hand	351,328	325,924
	<u>351,328</u>	<u>325,924</u>

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

8. Creditors: Amounts falling due within one year

	2023	2022
	£	£
Trade creditors	6,884	19,079
Corporation tax	-	13,537
Other taxation and social security	14,589	8,209
Accruals and deferred income	188,026	90,844
	<u>209,499</u>	<u>131,669</u>
	<u><u>209,499</u></u>	<u><u>131,669</u></u>

9. Company status

The Company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

10. Deferred taxation

	2023
	£
At beginning of year	(1,158)
Charged to profit or loss	1,158
	<u> </u>
<i>At end of year</i>	<u><u> </u></u>

The deferred taxation balance is made up as follows:

	2023	2022
	£	£
Accelerated capital allowances	-	(1,158)
	<u> </u>	<u> </u>
	<u><u> </u></u>	<u><u>(1,158)</u></u>

11. Reserves

Other reserves

The Company has other reserves which relate to pre-incorporation reserves.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2023

12. *Pension commitments*

The Company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Company in an independently administered fund. The pension cost charge represents contributions payable by the Company to the fund and amounted to £4,662 (2021 - £4,147). Contributions totaling £2,339 (2021 - £2,025) were payable to the fund at the balance sheet date and are included in creditors.

DETAILED PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 JULY 2023

	2023 £	2022 £
Turnover	453,075	419,471
Gross profit	453,075	419,471
Less: overheads		
Administration expenses	(465,162)	(344,075)
Operating (loss)/profit	(12,087)	75,396
Interest receivable	2,401	13
Tax on (loss)/profit on ordinary activities	1,158	(14,834)
(Loss)/Profit for the year	(8,528)	60,575

SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

	2023 £	2022 £
Turnover		
Subscriptions	130,268	137,080
CPD	74,486	38,587
Conferences	156,316	141,075
Sponsorship	92,005	102,729
	<hr/> 453,075 <hr/>	<hr/> 419,471 <hr/>

SCHEDULE TO THE DETAILED ACCOUNTS FOR THE YEAR ENDED 31 JULY 2023

	2023 £	2022 £
Administration expenses		
National insurance	5,322	6,594
Directors salaries	59,851	54,944
Pension costs	7,168	4,662
Admin & communication	18,090	15,908
Senior Policy & Research officer	23,916	-
Events administrator	11,157	-
Temporary Staff	6,082	1,580
Staff training	4,277	1,420
Hotels, travel and subsistence	25,048	10,669
Consultancy	5,315	1,500
Postage	1,373	264
Telephone and fax	1,650	1,499
Computer costs	3,568	2,330
Minor equipment / software	14,186	9,066
Advertising and promotion	-	2,433
Membership	1,206	2,827
Accountancy fees	15,211	10,214
Equipment hire	8,893	10,588
Bank charges	1,738	964
Bad debts	499	(4,200)
Miscellaneous	144	498
Conference miscellaneous	571	3,284
Tenancy costs	19,275	20,884
Insurances	2,259	939
Depreciation - office equipment	2,562	1,358
Depreciation - fixtures and fittings	172	182
Operations Manager	20,439	29,946
Head of engagement	42,551	39,572
International engagement	615	320
Venue hire	129,288	94,683
VAT Disallowed	32,736	19,147
	465,162	344,075

SCHEDULE TO THE DETAILED ACCOUNTS
FOR THE YEAR ENDED 31 JULY 2023

	2023	2022
	£	£
Interest receivable		
Bank interest receivable	2,401	13
	<hr/>	<hr/>
	2,401	13
	<hr/> <hr/>	<hr/> <hr/>

AMOSSHE Rules of Association

This paper includes the following:

- A reminder of the agreed changes to Rules of Association
- Further changes for consideration and approval
- Elections timeline and positions update

Agreed changes to Rules of Association

The AMOSSHE Executive agreed to make the following changes to the Articles of Association in response to some situations which enabled us to think differently about how best to manage the processes of elections. This includes amendments as agreed in the previous meeting.

- 1) That the Rules of Association are updated to state that to stand for a Chair role individuals must have served on Executive in at least the last two years.
- 2) That where a member of the Executive, incoming or current, changes role and/or higher education provider and wishes to continue as an Executive member they must declare this to the Executive Director for consideration by the Chairs. The 'declaration' must include a statement from the person changing role to explain why they are still right to be on Executive in their new role. The Chairs review the declaration using a set of agreed parameters – the most important being business continuity and transparency. Where the decision might be seen as contentious or against precedent, it will be brought to the wider Executive for agreement. If the change of role isn't deemed to be appropriate, the Executive member concerned will step down and the role will re-open for election.
- 3) That those standing for election confirm the following;
 - a. A tick box that you have checked with your institution that you are able to represent on the executive committee and fulfil the requirements of the role.
 - b. A tick box that confirms that they will adhere to the rules and values of AMOSSHE.
- 4) That all uncontested posts are put out for election with 'Re Open Nominations' being the alternative.
- 5) That national representatives are co-opted as non-executive members of the executive based on the following criteria:
 - a. A national representative should be elected by all nations who will be able to engage in Executive meetings to ensure that we are taking account of national challenges in our decision making.
 - b. The nation may decide, if someone from that nation is already elected to the executive committee that no other representation is needed at that time, this will be reviewed each year.
 - c. If there are already 2 people from that nation on the executive committee no national representative will be sought.
 - d. Each nation can decide how to elect their representative, this will need to be formally confirmed every 2 years but we will ask the elected representative each year if they are happy to continue in the role.
 - e. They are not involved in voting decisions and are not able to participate in other AMOSSHE executive activity such as CPD events.
 - f. This person will be tasked with liaising with national members on areas of concern or challenge including reporting back on the relationship with nation specific organisations and government.

- g. This person will report back to the nation on the work of the executive at the next national meeting after the executive committee meeting.

Further changes for consideration:

Currently people putting themselves forward for nomination need two people to propose them for the position, effectively endorsing them. This has been a process as part of the AMOSSHE elections since before they were contested and provided a way for members to have some assurance to the persons intentions and suitability. Given that we will now have contested elections for every role (including where there is only one 'candidate' from the membership who would be up against RON – Re Open Nominations) this process seems to have become more of a tick box exercise rather than something with more meaning given members have the ability to vote the person into the role. We also ask those standing for positions to tick a box confirming that they are able to represent their institutions and that they will adhere to the rules and values of AMOSSHE.

Recommendation A: We remove the need for those wishing to nominate for any role from needing to put forward a proposer and seconder in order for their nomination to be approved.

Elections timeline and positions update:

The below sets out the overview timeline for the 2024 elections and also those people and positions that are due for election.

- 1 February: Notice of elections goes out to members.
- 12 February: Elections nominations open
- 21 March: Elections nominations close
- 25 March: Executive nominees proposers deadline (subject to the changes outlined above)
- 28 March: Elections voting opens
- 9 May: Elections voting closes
- 15 May: Results presented at the AGM

Positions up for election:

- Vice Chair Operations: HM has completed her full term in office and therefore cannot stand again, this is a 2 year position.
- Vice Chair: Currently held by EB for 1 year, will be an election for a 2 year position
- 4 x Executive Member roles. There are however 5 people up for election as one post was backfilling EB executive role for 1 year. This will become available again if EB runs and gains a chair role. Those people up for re-election are:
 - Sammy Li
 - Sarah Sweeny
 - Andy Shanks
 - Ian Munton
 - Ravteg Singh Dhesi

When Claire Slater left the Executive Committee after being elected for two years as an Executive Member, Sally Lambah was appointed in her place as the person with the next highest number of membership votes. Sally was appointed for a one year term, but this should have been two years to replace Claire. Therefore Sally will continue in her role for a further year.

Currently the Vice Chair Professional Development role is aligned with both the Vice Chair and Vice Chair Operations positions. To ensure a more consistent and reasonable approach to how chairs roles are elected we need to change the timing of the Vice Char Professional Development elections.

Recommendation B: The executive committee co-opt Chris Warrington to the role of Vice Chair Professional Development to a further year.

If this recommendation is not taken forward the Vice Chair Professional Development role will go to election for a 1 year position to align our Chair and Vice Chair positions.

Policy developments: overview of the sector.



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Introduction

This paper covers some of the key policy areas affecting AMOSSHE members and provide context as to why the organisation should engage with each of them in turn. It is intended to be a living documents which can be updated when new policy and consultations are announced, new areas of concern arise, or if AMOSSHE’s strategic priorities change.

The paper is split into three sections. It is broken down by nations with three sub headings: Westminster/England updates, Scotland updates and Wales updates.

England or UK wide updates

1.1. OfS consultations on freedom of speech.

OfS launched two new freedom of speech consultations in December. The first is their [consultation on its new freedom of speech complaints scheme](#).

My summary of the freedom of speech complaints scheme consultation can be found [here](#).

The second OfS [free speech consultation covers regulating 'relevant' student unions](#). For the first time, OfS will directly regulate student unions on free speech issues. I have covered the proposals in more detail in a members blog [here](#).

Update for Exec:

- AMOSSHE has shared information about the consultation with members.
- The consultations are covered in the main Executive Policy paper.

1.2. Office for Students (OfS) consultations- New proposals for regulating sexual misconduct and harassment in English higher education.

AMOSSHE submitted a consultation response to OfS proposals for regulating harassment and sexual misconduct.

The consultation closed on 4 May 2023. Our key positions are:

- We, in principle, support a new condition of registration, subject to the main proposals being revised.
- We believe that the current timeframe for introducing a new condition is unrealistic and unworkable. We have suggested a staggered approach to implementation with at least 12 months before the overall condition comes into effect.
- We disagree with the current training requirements being proposed and have called on OfS to produce further research and guidance to get a better understanding of what could work in practice.
- AMOSSHE does not agree with the current format of the requirement for a single document outlining all of a HEP's policies and procedures.
- AMOSSHE does not oppose OfS plans to introduce requirements for HEPs to publish a register of student-staff relationships. However, AMOSSHE has recommended that OfS looks at strengthening professional conduct frameworks as an alternative to their existing proposals.

Update for the Executive

- AMOSSHE responded to the consultation and is awaiting the publication of OfS's decision.

1.3 Cost of living – AMOSSHE response to the APPG Students cost of living inquiry.

AMOSSHE responded to the APPG Students inquiry into the impact of cost of living crisis on students. The response provided evidence of support offered by AMOSSHE members as well as ongoing funding challenges for HEPs. The response was promoted through AMOSSHE's newsletter and can be found [here](#).

1.4- Cost of living – working with sector partners.

Rising prices are having a financial and emotional impact on students. According to recent research, [91% of students are worried about the rising cost of living](#). This is a major concern, especially when there is a correlation between mental health and financial insecurity.

Several sector organisations are working in this area. UUK are carrying out a campaign to engage with policymakers and government officials in reviewing long-term funding approaches for the HE sector. UUK has made a series of recommendations to the [UK government to improve its support for students](#).

Update for AMOSSHE Executive:

Following the first policy development group meeting, it was advised that AMOSSHE focuses on influencing funding conversations affecting students.

AMOSSHE is speaking to UUK about how our organisations could work together going forwards.

SB has had preliminary conversations about shared approaches with sector bodies in the Home Nations.

AMOSSHE submitted a response to the APPG Students cost of living inquiry.

1.5 Fitness/Support to study project update

SB has carried out some initial research with members since the last Executive meeting. SB hosted a members roundtable looking at key themes and challenges at member institutions.

SB has also conducted member one-to-one interviews which will be used to generate case studies which will be included in both the insights report and on AMOSSHE's website.

SB has now written up some draft case studies which are pending approval from the selected members he spoke to.

SB intends to bring a draft of the report to the next Executive meeting.

Key themes that have emerged from the research so far include:

- AMOSSHE members who have reviewed their policies often found that students saw fitness to study as a punitive process rather than a means of supporting their wellbeing and capacity to study.
- Academic staff attitudes to student wellbeing vary with some staff using fitness to study referrals to try to remove students from their course and others avoid using the procedure because they want to protect students.
- Most members SB has spoken to have not explained how they would communicate panel decisions to students within their policies.

Actions taken by members have included:

- Rewriting policies with student lead involvement and teams from across the institution such as disability support. Focusing on plain English and accessible language.

- Providing training on their policy to staff who are more likely to make referrals to fitness/support to study.
- Mandatory training for staff appointed to final stage/ stage 3 panels.
- Introducing outcomes data to measure how many students are able to continue studying after going through their fitness to study/support to study process.

Update for Executive:

- SB has written up several case studies which are waiting for approval from members.
- SB to provide a draft for the Executive at the next meeting.
- SB spoke at CP2 “Fitness to study: what’s in a name?” about emerging themes from member research and next steps.

1.6 Israel- Gaza Working Group

SB is taking part in Universities UKs Israel-Gaza working group. The group is looking at practical issues around harassment and free speech on university campuses. It is considering which organisations are well placed to provide guidance to the sector and what further comms are needed to support universities with ongoing challenges.

Update for the Executive:

- The group has heard from OfS free speech director.
- The group has considered online harassment and what responsibilities higher education providers have towards their students in online contexts.

1.6 Safeguarding and wellbeing- apprenticeships and Ofsted regulation

There have been concerns about Ofsted’s approach to inspecting apprenticeships provided by HEP’s. Several members believe that Ofsted are conflating wellbeing and safeguarding, essentially bringing an FE lens to HEP provision.

We have heard from some members that Ofsted has asked for additional contextual information which goes beyond what they would expect for an inspection.

1.7 OfS Consultation on regulating equality of opportunity – follow up

The OfS is putting improving equality of opportunity as one of its key areas for focus in 2023. [OfS has now published its Equality of Opportunity Risk Register](#). Universities and colleges will be expected to consider the OfS’ new risk register when setting objectives for access and participation plans.

- The [OfS asked a first group of 30 to 50 providers to submit new access and participation plans earlier this summer](#). The new plans would take effect from the 2024-25 academic year onwards. The vast majority of the rest of HEPs would be expected to submit their news plans

in Spring/Summer 2024, with the plans taking effect in the following academic year (2025/2026).

Update for Executive:

- Sammy Li represented AMOSSHE in an interview with Shift Insight on the impact of the APP reforms.

1.7 Higher Education (Freedom of Speech Act-) Banning the use of Non-disclosure agreements (NDA's) in sexual harassment cases.

In December 2022, the House of Lords adopted an amendment to the Freedom of Speech Bill which would ban [HEP's from adopting NDA's relating to misconduct or alleged misconduct by any individual](#).

The Bill has now been [passed and has become an Act of Parliament](#).

In the recent OfS consultation on sexual misconduct and harassment, there was a proposal to ban the use of NDAs in relation to any cases involving students. This would include retrospective bans affecting NDAs signed before the regulation is introduced.

AMOSSHE set out its position on NDAs in English Higher Education in our consultation response.

In Wales and Scotland, universities have already committed to not using NDAs.

Update for the AMOSSHE Executive:

AMOSSHE is working with UUK to understand the implications of the Act.

AMOSSHE has spoken with several members about their use of NDA's and potential issues that may arise as a result of the Act's wording.

AMOSSHE spoke to DfE about the wording of the bill, outlining members concerns. We will be picking up this conversation with DfE to influence the explanatory guidance which will accompany the Act.

AMOSSHE set out its position on NDAs relating to English higher education via the OfS sexual misconduct and harassment consultation.

Why it matters:

There is clear evidence that the Government does not think that voluntary action on NDA's is sufficient.

Whilst the definition of misconduct in the Bill seems appropriate, there is not an exemption in the Bill for providers to use an NDA if a victim requests it.

What AMOSSHE is doing:

AMOSSHE has spoken to members about practical examples of using NDAs to understand if there are any cases where they could be still needed.

AMOSSHE has spoken to UUK about best approaches to DfE.

AMOSSHE has contacted DfE with anonymised member concerns.

1.8 Renters Reform Bill

The Renters Reform Bill has been [published at long last](#) . The Bill proposes to abolish Section 21 evictions (better known as no-fault evictions) and seeks to abolish fixed-term tenancies.

Why it matters:

There are concerns that abolishing fixed term tenancies will lead to private sector landlords withdrawing from providing student accommodation.

Whilst purpose-built student accommodation is given an exemption in the bill, this does not apply to other types of accommodation such as private sector rentals.

What AMOSSHE is doing:

Working with sector friends such as UUK to understand the implications of the Bill and ascertain opportunities for influence.

1.9 Disabled Student's Commission -Disabled Student's Commitment

The Disabled Student's Commission has published the Disabled Students Commitment.

Whilst the Commitment does not include any statutory requirements, it calls upon a range of organisations including the Government, HEP's, regulators, funders and agencies, to commit to creating more inclusive policies and practices for the benefit of disabled students.

Update for the Executive:

The DSC has now been launched.

Simon Morris represented AMOSSHE at the launch event (he was involved in the development of the Commitment).

1.10 Partnerships with NHS services

The Student Support Champion is continuing to look at the benefits of the Manchester model as an example of good practice across the sector.

Edward Peck is working with AMOSSHE to understand the gaps in service provision and what conversations need to be had with specific NHS services.

Update for the Executive:

- AMOSSHE is working with Edward Peck to put out a survey.

1.11 UUK Drugs Taskforce

Chris is representing AMOSSHE at [UUK's Drugs Taskforce](#). The working group is aiming to establish a common approach to reducing harms from drug use. The group is also seeking to highlight national and international best practice and is looking at producing sector guidance which includes evidence-based recommendations focused on harm reduction.

The Taskforce is due to publish their framework imminently.

SB will be meeting with UUK shortly as they plan their next phase of the work.

1.12 Student safety- Information sharing

Edward Peck will be publishing two pieces of guidance to inform HEP decisions around when to share information in the event of risks to students. The first piece covers accommodation and the second covers work with student unions. This will support their other areas of guidance on data sharing, including their trusted contacts guide.

Update for the Executive:

- AMOSSHE to keep up to date with developments and provide relevant updates.

1.13 Accommodation pressures – Ban on foreign postgraduate students studying on non-research courses from bringing family members to the UK.

The UK government announced [the ban](#) days before official statistics highlighted that legal migration reached a record 700,000 this year.

There are concerns that the ban will have a disproportionate impact on women and students from some countries.

It is hoped that the ban may reduce the pressures on family accommodation in certain local contexts.

Issues include:

- A lack of supply of purpose-built student accommodation.
- Planning restrictions within towns and cities.
- Private landlords sometimes withdrawing from providing accommodation to students.
- Student accommodation and private sector rented accommodation becoming increasingly expensive. This has been exacerbated by the cost-of-living crisis.
- A strong growth in student numbers, including for international students.

Update for the Executive:

AMOSSHE to discuss with UUK's policy contacts.

1.14 Possible expansion of the Emily Test into England and Wales .

UUK have told us that they have been contacted by Fiona Drouet about their plans to expand their GBV charter (The Emily Test) into England. Fiona and her team are reaching out English Higher Education Providers (HEPs) to try to get volunteers for a pilot.

Jill Stevenson and the National Office (SB and JB) have arranged to speak to UUK's harassment policy lead about our concerns around the Charter. This will be an early opportunity to influence UUK's thinking.

JS has also encouraged UUK to liaise with Universities Scotland to get a better understanding of issues with the Test.

Update for the Executive:

- SB, JB and JS to meet with Sarah Bevan (UUK) to discuss approaches and concerns.
- UUK are not endorsing the Test and have indicated privately that they do think there are some issues with it at present.

1.15 Student Services Redesign Project – Student Needs Framework

The Student Support Champion and Advance HE have produced a [new Student Needs Framework for the HE sector](#). The Framework was developed with input from UUK's Student Policy Network and students. However, they did not formally consult AMOSSHE or other associations.

Updates for the Executive:

- The guidance produced on Advance HE's website is a top-level toolkit with good practice examples rather than a resource with clear objectives for progression and measurement.
- Sandra wants to work with AMOSSHE to disseminate the resources more widely.

1.16 OfS- An independent high-level evaluation of the Disabled Students' Commission

Office for Students [commissioned a report which provides an external evaluation of the first three years of the Disabled Student's Commission](#). Key findings include:

- The DSC commissioners are recognised as being credible, experienced and highly knowledgeable.
- The DSC is seen as independent from the Government the HE sector. However, some feedback has indicated that the DSC is perceived to be closely associated with sector regulators such as OfS.
- The DSC has produced work which is highly regarded by sector organisations. However, there is limited knowledge of the DSC's work amongst students.

1.17 OfS - Improving access and participation for black, Asian and minority ethnic groups in postgraduate research: Evaluation

The OfS has commissioned an [independent evaluation of the first year of its programme to improve access and participation for black, Asian and minority ethnic students in postgraduate research](#).

1.18 Action learning sets for student mental health

OfS commissioned the Nous Group to [work with English HEPs to create better ways of working with NHS services](#). The initial project ran from February to September 2023 and covered all seven NHS regions. Potential outputs from the subgroups include:

- A new resource on HEP/ NHS boundaries and defining institutional roles.
- A new MH survey in the Midlands to be launched in October 2023.
- A journey map being created by the South East Group for students planning to go to university.

Update for Executive:

- SB attended the last regional forum.
- Professor Edward Peck spoke about HEMHIT and his belief that the Manchester model would work in most parts of England (with possible exceptions in very rural areas and London).
- The OfS and the Nous Group intend to publish a report by the end of the year which reflects on the challenges and solutions identified by the regional action learning sets.

1.19 OfS Disability in HE Advisory Panel

OfS is convening a panel will review and [consider how universities and colleges are supporting disabled people](#). The panel will draw on the work delivered by the Disabled Student's Commission in the past three years.

The panel is due to convene in the Autumn.

Update for the Executive:

- AMOSSHE is speaking to OfS about representation on the panel.

1.20 Disabled Student Commitment - Partner Group

AMOSSHE has been approached to join the DSC Partner Group. The group will be tasked with providing support, feedback and expertise to the main Advisory Group. The Advisory Group seeks to progress the Disabled Student's Commitment.

Update for the Executive:

- AMOSSHE will join the Partner Group and discuss representation with the Executive.

1.21 TASO mental health project

JB and BP have been working with TASO on their mental health toolkit. AMOSSHE took part in the launch event with Emma Bales representing us.

Update for Executive:

- JB and BP to share further information if requested.

1.22 UMHAN Member Survey 2023

UMHAN have published their [2023 annual member survey](#).

The survey finds that the caseloads of many specialist mental health advisors, mental health advisors and managers have stayed the same or increased this year. It also finds that mentors have seen an increase in the number of students waiting for ADHD and/or autism spectrum conditions.

2.Scotland

2.1 Scotland- 2024/2025 budget

The Scottish [Government has published its latest budget](#). It makes for difficult reading with Universities Scotland estimating that there has been almost a 6% cash cut to higher education provider resource budgets.

Update for Executive:

- AMOSSHE to discuss with Universities Scotland.

2.2 Alternatives to the Student Minds MH Charter- MH accountability in Scotland

SB has supported Ulrike's work at Universities Scotland to develop a list of alternative means for Scottish HEPs to demonstrate that they are supporting the mental health and wellbeing of their students.

Key alternative reporting measures considered include:

- Looking at Enhancement led institutional reviews- an evidence-based method of peer review by staff and students from other HEPs.
- Institutional led reviews. HEPs are responsible for reviewing their own professional services and submitting an annual statement of assurance to the Scottish Funding Council.
- Including mental and wellbeing outcomes as an additional priority area within Outcome Agreements.

Update for Executive

- UUK and AMOSSHE have created an accountability and reporting routes document and shared it with the Student Mental Health and Wellbeing group.
- AMOSSHE to work with Universities Scotland to scope out the best way of demonstrating accountability to the Minister.

2.3 Scotland- mental health- funding for mental health support

The Scottish Government is publishing a New Student Mental Health Plan which is expected to arrive in Spring. It is currently unclear if there will be any new funding commitments attached to the Plan.

Since the last meeting, the Scottish Government has committed an additional, one off, injection of funding for universities and colleges to provide mental health and wellbeing support for students.

More information about Student Mental Health and Wellbeing Transition Fund 2023-24 can be found [here](#).

However, the Minister has been clear that this is a one-off funding announcement which amounts to £3.21 million to be distributed between universities and colleges. This is significantly less than the funding from last year's award (25% less).

AMOSSHE is seeking a new meeting date with the Minister after his office postponed our original date .

Update for the Executive:

- We are still awaiting publication of the Scottish Mental Health Action Plan. We are speaking to Universities Scotland, who believe it is unlikely the plan will have significant funding behind it.
- AMOSSHE collated Scottish member responses to pull together a series of key asks to the new Minister. This will be reviewed and updated if further announcements occur before the rescheduled meeting.
- AMOSSHE and Universities Scotland (US) will be meeting with the Minister to discuss our shared priorities and the key interventions that are needed from Government. They have promised to set something up early in the New Year.

2.4 Scotland- cost of living support

The Scottish Government has announced that their [financial support available for undergraduate students will increase by £900 for the 2023/2024 financial year](#).

Students with the lowest household incomes will be eligible for up to £9000 per year.

Update for the Executive:

- AMOSSHE is speaking with Universities Scotland about how we can influence policy asks going forwards.

2.5 Scotland- Policy announcement: private rent increases are being capped.

Scottish Government has [approved a new cap on private rent increases](#). From **1 April 2023**, private landlords will only be able to increase a tenants rent **by up to 3%** mid tenancy.

Alternatively, private landlords will be able to for rent increases of up to 6% to cover rising costs , but this will only be permissible in limited and defined circumstances.

The measures [will remain in place until 31 March 2024](#) at the latest.

Why it matters:

- Living Rent have criticised Scottish Government, saying that any increase in rent will be unaffordable for students.

Update for the Executive:

- AMOSSHE published a short briefing on the key changes in the members newsletter.

2.6 Scotland- Emily Test and tackling gender based violence (gbv).

Conversations have been developing in Scotland about the implementation of the Emily Test. The Scottish Government has endorsed the Test and members are being encouraged to adopt its recommendations.

2.7 Reversal of uplift to university and colleges budgets.

The Cabinet Secretary for Education and Skills wrote to the Scottish Funding Council to tell them that the additional £46 million (£26 million for colleges, £20 million for universities) [identified by the previous Deputy First minister in 2023/2024 Scottish Budget would not longer be available](#) due to a change in fiscal circumstances. The Scottish Government is intending to use the funds to fulfil other priorities.

2.8 Further funding allocations for Higher Education Providers.

The Scottish Government has confirmed to Universities Scotland that the HE Discretionary Funding and Childcare Allowance **will be going to HEPs**.

[3.Wales](#)

3.1 Wales- Draft budget

[The Welsh Government published its draft 2024/2025 budget in December](#). Wales' total budget is worth approximately £1.3 billion less than in 2021 as a result of financial pressures, including inflation.

Whilst there is new funding for the NHS, student support funding has not been protected. This is particularly noticeable for postgraduate students who will only be able to access loans (not grants) from the 2024/2025 academic year.

Update for the Executive:

- AMOSSHE to speak to Universities Wales about possible impact on members.

3.2 Wales – The establishment of the Commission for Tertiary Education (CETR).

HEFCW is being replaced by CETR. CETR will have a broader remit covering higher education, further education, adult education and apprenticeships. The Bill establishing the Commission became law in September 2022.

Why it matters:

- AMOSSHE members in Wales have strong relationships with HEFCW. There is an opportunity to build strong relationships with CETR at an early stage of its development.
- Several AMOSSHE members have expressed concerns that universities could get drawn into a safeguarding model designed for the FE sector.
- There has been anxiety about ongoing funding from HEFCW potentially being reviewed by CETR e.g., the annual wellbeing fund.

3.3 Wales - mental health funding

In January 2023, The Welsh Education Minister [announced £2.3 million of funding for university mental health and wellbeing services](#). The accompanying guidance for the funding can be found [here](#).

In September, HEFCW published guidance on how universities should spend the £2 million to support the implementation of their mental health and wellbeing strategies in 2023/24. The guidance can be found [here](#).

3.4 Wales- Welsh Parliament: Children, Young People and Education Committee – Mental Health support in Higher Education report

The Welsh Government held a plenary debate on the Children, Young People and Education Committee's report on Mental Health Support in Higher Education. The [Committee published the report earlier this year with a comprehensive set of recommendations \(33 in total\)](#). The report follows last year's inquiry into mental health support funding in Wales.

The [Welsh Government published its response to the inquiry recommendations at the end of May](#). It has accepted thirteen recommendations outright, accepted three in part, eleven in principle, with three rejections.

Key recommendations from the report include:

- A commitment to establishing a new common framework across the higher education sector which will set up a series of common expectations for student support across the diversity of HEPs in Wales.
- The Welsh Government and HEFCW (then CETR) should commit to an independent evaluation into the impacts of the pandemic on transitions into higher education.
- The Welsh Government and HEFCW/CETR should work together to develop the evidence base around the effectiveness of blended learning across the HE sector in Wales.

3.5 Wales – cost of living

Welsh students have received increased financial support from the Welsh Government. The Welsh Government are increasing their maintenance grants and loans by 9.4% from September 2023. This is significantly higher than the increase in England (2.8%).

Full time students will, on average, receive £11720, an increase of £1010.

Update for the Executive:

- AMOSSHE speaking to Universities Wales about funding asks and how we can work more closely together going forward.

AMOSSHE strategy resources workstream

2023/24 plan

The agreed tasks to be completed by May 2024 are:

- Hire in support needed and build out the new platform within a timescale that is achievable with National Office oversight.
- Work with the advisory group to test the new resources structure or platform
- Agree a plan to launch the new platform and decommission the old platform/resources structure.
- Promote the platform using the agreed launch strategy and create/identify resources to monitor to enable the membership to maximise use of its resources.
- Evaluate the effectiveness of the new platform by analysing usage data and collecting member feedback.
- Identify a series of work tasks on research and data that respond to members' needs, to be delivered through the Executive Committee and National Office team.
- Design an approach to gathering and analysing research and data (our own or others') and disseminating that through an AMOSSHE lens for the benefit of our members.

Due to challenges with central staff recruitment we have had to prioritise work schedules for the coming few months until the staff team are back to full strength, given that the majority of the work of the resources workstream is currently related to the website project there are no changes to the data apart from work on the research and data is behind within the benchmarking data group due to pausing this schedule of work at the present time.

Current activity for the workstream:

- Revising the below plan to include granular detail on activities to be achieved
- Utilise member personas developed by the member engagement workstream to evaluate the structure and content of the new site
- Develop the structure of the new site including tabs, resources area and web pages
- Consider the feedback activity and members to ensure high quality feedback from members

Status:

RED: None or little progress made

AMBER: Starting to make progress but behind on original timelines

GREEN: Going well and making expected progress

BLUE: Not scheduled to begin yet

YELLOW: Delayed/paused

Status	Resource / input	Task	Category	Outcome	Impact / success measure	Deadlines
RED	SS EB RD JB BP	<ul style="list-style-type: none"> Consider EDI in the specification (accessibility and language) – ask for advice from AbilityNet 	Planning			October 2023 (meeting)
RED	SS EB RD JB BP	<ul style="list-style-type: none"> Include a mechanism for reviewing and updating existing content (when to archive / refresh) 	Planning			November 2023 (meeting)
RED		Hire support to build out and test new resources structure or platform	Project delivery	1		Winter 2023
RED		<ul style="list-style-type: none"> Identify the support needed in line with the implementation plan 	Build	1		Autumn 2023
RED		<ul style="list-style-type: none"> Hire in support needed and build out new platform within a timescale that is achievable with National Office oversight 	Build	1		Winter 2023
RED		Work with the advisory group to test the new resources structure or platform	Testing	1		Winter 2023-24
RED		<ul style="list-style-type: none"> Decide timescales and activities with advisory group 	Testing	1		Winter 2023-24
BLUE		<ul style="list-style-type: none"> Provide an online private link to enable advisory group members to browse the site 	Testing	1		Winter 2023-24

Status	Resource / input	Task	Category	Outcome	Impact / success measure	Deadlines
		<ul style="list-style-type: none"> Devise a list of questions, test activities to see if the site achieves it's goals. If not, implement necessary changes and re-run the process. 	Testing	1		Winter 2023-24
		Agree a plan to launch the new platform and decommission the old platform/resources structure	Project delivery	1		Winter 2023
		<ul style="list-style-type: none"> Test site to ensure it is online and working correctly 		1		Winter 2023-24
		<ul style="list-style-type: none"> Link into the comms strategy plan to manage and plan implementation/promotion to members 	Comms			Winter 2023
		Launch the new resources structure or platform.	Project delivery	1		May 2024
		<ul style="list-style-type: none"> Switch over to the active platform 	Project delivery	1		May 2024
		Promote the platform using the agreed launch strategy and create/identify resources to monitor to enable the membership to maximise use of its resources.	Comms	1		February 2024 (Winter Conference)

Status	Resource / input	Task	Category	Outcome	Impact / success measure	Deadlines
		<p>Evaluate the effectiveness of the new platform by analysing usage data and collecting member feedback to answer the following questions:</p> <ul style="list-style-type: none"> • Are the resources on the new platform making a difference to members' work within their institutions? • Are the resources that we have the right resources now they are more easily accessible to members? • Are there any needs from the membership that we are not meeting or gaps where we lack resources that would better support the work of our members? • Does the new platform effectively support the aims of AMOSSHE? 	Review	1		June 2024 (National Conference)
		Revise the platform based on the evaluation results and create a process of monitoring and evaluation process for annual evaluation and improvement.	Review	1		September 2024

AMOSSHE strategy external development workstream

2023/24 plan

The agreed work tasks to be completed by May 2024 are:

- Developing a process for updating the stakeholder mapping spreadsheet and ensuring this is kept relevant.
- In order to help prioritise our engagement with international sector groups, ask members to identify countries from which students provide the biggest challenge to an institution in terms of transition and support. This might be due to for example their culture and adapting to university life, or those who find it harder to feel a sense of belonging to an institution.
- Identify a priority group of global events/activities for AMOSSHE to engage with to provide new initiatives and learning for our members and therefore the connected student communities.

Due to challenges with central staff recruitment we have had to prioritise work schedules for the coming few months until the staff team are back to full strength, the priority areas are listed below:

- Reduced stakeholder engagement activity. This has been reduced to the following organisation with actions against each of these for moving the relationship forward or continue on an established path:
 - Association of Higher Education Professionals (AHEP, formally AUA)
 - Department for Education
 - Welsh Government
 - Scottish Government
 - Office for Students
 - Universities UK
 - Universities Scotland
 - Student Minds
 - Higher Education Mental Health Implementation Taskforce (HEMHIT)
 - Edward Peck/Student Support Champion
 - Labour Shadow Minister for HE, Matthew Western
- Attendance and presenting at NASPA International Symposium
- Associations round table activity

Outcomes

Here are the strategy outcomes that this workstream is working towards:

- 3b) AMOSSHE members have increased **opportunities to be represented throughout the sector and beyond**.
- 4) We have developed and nurtured strong, mutually beneficial collaborations with key influencers [including academics, sector bodies, policy makers, funders and government], based on our understanding of the key challenges and opportunities facing students and student services, to deliver impact on behalf of our members.
- 8) AMOSSHE mutually influences and learns from a **global network of student services leaders**, for the benefit of our students.

Status:

RED: None or little progress made

AMBER: Starting to make progress but behind on original timelines

GREEN: Going well and making expected progress

BLUE: Not started yet

YELLOW: Delayed/paused

Status	Resource / input	Task	Deliverable	Outcome	Impact / success measure	Priority (academic year)
GREEN		Agree what success looks like for these relationships and base conversations and activities to achieve these	Evaluation, Monitoring and Success Framework	4		November 2022
GREEN		Contact and meet with agreed organisations/individuals at the associations round table.	Promotion and Communication	4		October 2023
AMBER		Evaluate outcome of conversations at the association round table in line with success measures	Evaluation, Monitoring and Success Framework	4		October 2023
GREEN		Develop a process for review and amendment of the stakeholder mapping spreadsheet	Evaluation, Monitoring and Success Framework	4		October 2023
GREEN		Agree to streamline the stakeholder mapping spreadsheet	Evaluation, Monitoring and Success Framework	4		October 2023
AMBER		Decide on a renewed structure for the spreadsheet against agreed priorities moving forward	Evaluation, Monitoring and Success Framework	4		October 2023

Status	Resource / input	Task	Deliverable	Outcome	Impact / success measure	Priority (academic year)
		Identify a priority group of global events/activities for AMOSSHE to engage with to provide new initiatives and learning for our members and therefore the connected student communities.	Evaluation, Monitoring and Success Framework			October 2023
		Agree 2/3 top international events or conferences that we want to engage with	Evaluation, Monitoring and Success Framework			October 2023
		Identify a priority group of global partners to build reciprocal partnerships with that enables us to understand groups of students that have the greatest impact on the culture of our member universities	Implementation	8		November 2023
		Ask members to identify international student groups that provide the biggest challenge to an institution. This might be due to their culture and adapting to university life, the transition programme that they follow or those who find it harder to feel belonging to an institution	Implementation			November 2023
		Identify international organisations that represent the top 3 student groups and make contact	Implementation			November 2023
		Agree what we are asking for from these organisations and what we can provide in return	Implementation			December 2023

Status	Resource / input	Task	Deliverable	Outcome	Impact / success measure	Priority (academic year)
		Review the agreed outcomes of conversations and present them to the executive for consideration / approval (if financial aid is involved or something that might carry a strategic risk to the organisation)	Evaluation, Monitoring and Success Framework			December 2023
		Ask the international exchange team to discuss and agree a process for selecting members to attend these events and feed back to the wider membership	Implementation			January 2024
		Review structure of the stakeholder mapping spreadsheet with the executive committee	Evaluation, Monitoring and Success Framework			January 2024

AMOSSHE strategy member engagement workstream

2023/24 plan

The agreed tasks to be completed by May 2024 are:

- Define the different roles that members might have as participating members (for example controlling the budget of the institution, deciding who gets AMOSSHE membership, representing AMOSSHE at sector meetings). This will form part of the new website initiative.
- Identify new opportunities for members to network with other members within AMOSSHE, to support the networking of each identified member role and each under-represented group. This forms part of the new website and the ability for members to interact with each other in a variety of ways.
- Establish a process for the Executive to update the membership about the direction and impact of AMOSSHE work.
- Devise member 'personas' based on roles to enable testing of the new platform.

Due to challenges with central staff recruitment we have had to prioritise work schedules for the coming few months until the staff team are back to full strength, the priority areas are listed below:

- The group has agreed the elements of the roles that members have when joining AMOSSHE (lead, non-lead) and are matching this to the website. Names and description will be agreed and presented here in a future meeting.
- The group has started to create member personas to help us understand how best to structure the website and provide opportunities to all members through the new site and other initiatives. This will enable us to ensure we are providing content and approaches to suit a majority of our members.

Status:

RED: None or little progress made

AMBER: Starting to make progress but behind on original timelines

GREEN: Going well and making expected progress

BLUE: Not scheduled to begin yet

YELLOW: Delayed/paused

Status	Resource / input	Task	Category	Outcome	Impact / success measure	Deadlines
GREEN	SS AAC BP JB	Agree details behind each of the roles of lead member and non lead member of institutions	Planning			October 2023
GREEN	SS AAC BP JB	Agree a redefined role structure for member roles	Planning			November 2023
AMBER	SS AAC BP JB	Present redefined roles to the executive	Testing			January 2024
GREEN	JB BP	Devise member personas for AMOSSHE members	Planning			November 2023
AMBER	SS AAC BP JB	Use agreed personas to structure work on the website including networking activity and discussion groups	Testing			December 2023
AMBER	SS AAC BP JB	Use personas to agree additional activity for members	Testing			January 2024
GREEN	BP JB	Evaluate current channels of communication with members and what we currently update members on	Planning			November 2023
YELLOW	SS AAC BP JB	Understand what we want the executive to update members on and then agree revised or new channels of communication	Planning			December 2023
AMBER	JB BP	Roll out and test agreed communication channels with members	Testing			January 2024

AMOSSHE additional updates

CPD and National Conference update

Programme overview

Here are the completed events that comprised the CPD programme in the 2023/24 academic year:

- **CPD1 – ‘Support through the uncertainty of student life: a discussion with Student Space by Student Minds’** on 25 October 2023. Free partner webinar. 139 total attendees (54 budgeted). 0 sponsors (0 budgeted).
- **CPD2 – ‘Fitness to study (what’s in a name?)’** on 10 November 2023. Half day online event. 75 total attendees, 68 paying registrants (60 budgeted), 7 free places. 0 sponsors (0 budgeted).
- **CPD3 – ‘Harassment in higher education: prevention and response’** on 1 December 2023. In-person one day event, London. 57 total attendees, 42 paying registrants (71 budgeted), 15 free places. 10 corporate attendees. 3 sponsors (4 budgeted).
- **CPD3A – ‘Evidence and evaluation: how to improve support for student mental health’** on 14 December 2023. Free partner webinar. 262 total attendees (0 budgeted). 0 sponsors (0 budgeted).

Events still to come are:

- CPD4 – Winter Conference; 8/9 February, Cardiff
- CPD5 – Partner Webinar (TBC)
- CPD6 – International Students, 18 April, online
- CPD7 – Partner Webinar (TBC)
- CPD8 – Virtual Conference, 22 May, online
- CPD9 – National Conference, 26-28 June, Glasgow

Event participation so far has been mixed with paid for events being lower than anticipated. We have managed to stay relatively on track costs wise due to higher numbers of non-members attending.

National Conference

Proposals are open for conference and close on 16 February. Planning is currently going well for the conference in general however we are keen to ensure that we stay on top of the planning given how busy it will be in

Operations Update

National Office

I am pleased to announce that Michelle Scop has joined the team as Office and Operations Coordinator. Michelle started on Wednesday and her working days will be Monday to Thursday. We are in the process of recruiting a new Communications Officer to complete the team at present.

Building works are ongoing, the new heating and cooling system is due to be completed and online by 16 January with further work continuing throughout the building.

Membership update

Membership level	October 2023	January 2024
Small and specialist	45	44
Tier 1 organisation	32	32
Tier 2 organisation	58	58
Tier 3 organisation	43	43
Additional member	439	392
International organisation	12	10
International additional member	21	24
Less than 50% HE organisation	0	0
Corporate organisation	3	3
Corporate additional member	9	8
Individual member	4	4
Non-profit organisation	2	2
Non-profit additional member	0	0
Student member	2	2
Total organisations	195	192
Total members	927	875

These organisations have left the membership:

- Escape Studios (Small and specialist)
- Glion Institute of Higher Education (International)
- Nazarbayev University (International)

GDPR update

Wild Apricot has four settings for members to control email contact. Here are the named members who have unsubscribed, using one of more of the settings:

- 34 members have ticked not to receive AMOSSHE updates about news and events (including the AMOSSHE newsletter) – previously 39.
- 6 members have disabled receiving any emails through Wild Apricot – previously 8.
- 11 members have unsubscribed from Wild Apricot mailings (newsletters, event announcements) – previously 17.
- 8 members have unsubscribed from Wild Apricot event announcements – previously 10.

Wild Apricot has two settings for members to control whether they share their details with other members for networking purposes. Here are the named members who have unsubscribed, using one of more of the settings:

- 88 members have ticked not to share their details with other members for networking purposes (including Jiscmail and the online lists) – previously 90.
- 1 member has ticked not to share their profile details in online lists – previously 1.

107 members in total have used one or more of these settings to unsubscribe – previously 110.

Finance management report

The attached report demonstrates the current financial position of AMOSSHE against budget up the end of December 2023. Overall AMOSSHE is in a reasonable position, we have spent more than anticipated on temporary staff which has skewed the budget, the additional staffing costs were added to the main budget which is why there is a bigger loss than in the previously agreed budget, this was easier to do at this stage. In addition, we have paid for around £40k as part of the website and CRM build costs. We have made good headway with sponsorship activity and are on track with CPD overall spend although participation at events has been lower than expected we are still making good headway. The main budget will be revised in February once we have final figures for Winter Conference and an amended budget for the second half of the year will be sent in advance of the March meeting

We are a little behind budget due to these factors but there is nothing that is of major concern, any major changes or concerns will be communicated to the Executive Committee via the chairs if necessary.

Communications Strategy update

Our communications consultants have been working with us to finalise the work, they have produced the following:

- Communications strategy map
- Tone of voice document
- Communications strategy document
- Communications guidelines document
- Audience persona template
- Key messages template and drafts

The next step is to work with the consultants to ensure the documents fully reflect our needs and have a final handover meeting. We are hoping to have this in February however with the current strain on resources this may not happen until March as we want to be in a position to utilise the documents fully upon handover

**Directors Finance
Summary
December 2023**

Code	Income	Year to date			Budget Full Year	% of full year budget achieved TD*	Notes
		Actual	Budget	Variance			
200	Conference	£7,050.00	£0.00	£7,050.00	£157,346.42	4	remaining subvention income from Belfast Needs to be revised once final adjustments have been made to accounting system Glasgow subvention for conference
300	CPD	£41,642.00	£16,121.00	£25,521.00	£68,117.00	61	
	Sponsorship	£65,339.00	£4,297.00	£61,042.00	£132,348.00	49	
	Membership	£174,577.64	£165,024.93	£9,552.71	£165,024.93	106	
	Other income	£0.00	£0.00	£0.00	£2,000.00	0	
	TOTAL income	£288,608.64	£185,442.93	£103,165.71	£524,836.35	55	
	Expenditure						
10	Central	£128,909.95	£100,020.00	(£28,889.95)	£218,669.01	59	Temporary staffing costs , 2 x new laptops for new staff and £41k of project costs for new website. None of these currently accounted for in this budget version.
200	Conference	£53,048.14	£53,111.00	£62.86	£235,185.43	23	
300	CPD	£28,493.57	£25,230.00	(£3,263.57)	£73,338.85	39	
20	Executive	£7,334.94	£6,035.00	(£1,299.94)	£13,920.00	53	
400	Futures	£0.00	£0.00	£0.00	£0.00	0	
500	Insight	£0.00	£0.00	£0.00	£0.00	0	
100	Membership	£0.00	£0.00	£0.00	£0.00	0	
	TOTAL expenditure	£217,786.60	£184,396.00	(£33,390.60)	£541,113.29	40	
	TOTAL Surplus / Deficit	£70,822.04	£1,046.93	£69,775.11	(£16,276.94)		The change in year end financial position as a larger loss is due to including the temporary staff costs into this budget at present, no other revisions have currently taken place.

TOTAL Cash position	Main account	£20,522.76
31/12/2023	Savings account	£275,292.39
	TOTAL	£295,815.15

Notes on reading the management report

- * The full year budget percentage relates to how much income / expenditure has been raised and spent against our budgeted expectations for the year to date
- The year to date figure only is shown as the monthly figures can vary against budget
- Area specific expenditure is shown against those areas that are of interest to the executive
- Figures in red are negative figures
- Any additional information is supplied on the corresponding executive paper