

AMOSSHE Executive meeting

16 October 2020 | ZOOM video conference

Minutes

Attendees:

Anya Knight (AK)	Benjamin Parsons (BP)	Claire Slater (CS)	Chris Warrington (CW)
Fay Sherrington (FS)	Helen McNeely (HM)	Hiba tul Habib (HH)	Jayne Aldridge (JA)
John Bloomfield (JB)	Jill Stevenson (JS)	Lesley O’Keeffe (LO)	Nic Streatfield (NS)
Rotimi Akinsete (RA)	Simon Lee (SL)	Anji Gardiner (AG)	Kelsey Coward (KC)

Apologies: none

Item no.	Title	Timing: 11:00 - 11:15 (30mins)	Presented by	Paper
1	Standing item: Reserved business and AOB check None		Jayne Aldridge	

Item no.	Title	Timing: 11:15 - 11:30 (15mins)	Presented by	Paper
2	Standing item: Minutes and matters arising		John Bloomfield	20-21-01

The Executive agreed the minutes of the last meeting were true and accurate with no corrections.

Outstanding and ongoing actions:

- Action no. 113 is now complete
- Action no. 123 is ongoing
- Action no. 232 is ongoing
- Action no. 240 is ongoing
- Action no. 241 is ongoing
- Action no. 3 is ongoing, to be presented at the January 2021 meeting
- Action no. 4 is ongoing, to be presented at the January 2021 meeting
- Action no. 6 is ongoing, there was a request for a small working group to be created for a one-hour discussion to shape the work
- Action no. 8 is ongoing, it was agreed during this meeting we will have x2 separate one-hour meetings to cover this. One for framework and the other for definitions of integrity etc from roles and responsibilities framework for Executive members

- Action no. 10 is ongoing, the Chairs have been checking in on finances monthly and will continue to do so
- Action no. 17 is ongoing
- Action no. 19 is now complete
- Action no. 21 is now closed, due to COVID-19 this action is no longer a priority
- Action no. 22 is now closed, workstream 3 leads for this will be confirmed later during the meeting
- Action no. 26 is ongoing, this is to be discussed later during the meeting

ACTION: JS, AG and LO have agreed to lead small working group on integrity, openness, and framework for managing issues when they arise.

Item no.	Title	Timing: 11:30 - 11:45 (15mins)	Presented by	Paper
3	External updates discussion: COVID-19 impact on Executive and staff work and wellbeing		Helen McNeely	-
<p>HM, Vice Chair Operations and JB, Executive Director, wanted to facilitate an honest conversation at the start of this Executive meeting for colleagues to disclose and share best practice during these hard times. The team discussed COVID-19 responses, what colleagues have found challenging and what practical steps AMOSSHE can we take: How can we support colleagues? Can we get in touch with UCEA? Many colleagues have been using Deloitte testing facilities on campus.</p> <p>AMOSSHE would like to do something here to help support and manage conversations.</p> <p>ACTION: JB and HM to discuss with the AMOSSHE National Office capacity to facilitate some work on about supporting colleagues through the pandemic,</p> <p>ACTION: Dependant on National Office capacity, JB to get in touch with UCEA colleagues to discuss HE staff workloads and wellbeing</p>				

Item no.	Title	11:45 – 12:15 (30mins)	Presented by	Paper
4	Operations and COVID-19 update		John Bloomfield	20-21-02 20-21-03
<p>JB combined usual updates for the central operations of AMOSSHE with information relevant to AMOSSHE's response to the COVID-19 pandemic. An overview of JB's presentation can be found in the attached papers 20-21-02 and 20-21-03.</p> <p>The Executive were happy with JB's updates and how the National Office is currently running to support members during the pandemic. The Executive also agreed to continue to host one physical meeting for the meantime, but this will be reviewed at a future meeting to see if this is feasible. Once government advice has changed and most UK locations are under stable tier conditions.</p> <p>It was agreed to keep £700 initially in the international engagement budget line to attend international conferences and events virtually. ACTION: JB to progress international engagement work in line with Strategic workstream 3.</p>				

Item no.	Title	Timing: 12:15 – 12:45 (30mins)	Presented by	Paper
5	National Conference and CPD update		John Bloomfield Chris Warrington Nic Streatfield	20-21-04
<p>JB, CW, LO and NS presented updates to the executive committee. The CPD1 programme was delivered on 14 October. The first virtual CPD event of the academic year was successful, both HM and FS gave feedback to the wider Executive and thanked the National Office for their hard work. There were challenges with getting delegates to sign up, mainly due to the timing of the event as registration opened not long after the start of term. Moving forward, the CPD1 team and National Office will review the event feedback, relay this back to the CPD planning team (NS and CW) and other CPD leads to ensure future CPDs incorporate feedback.</p> <p>National Office are keen to have initial meetings booked in quickly for the rest of the CPD programme to ensure we can release a programme for the year to our members. They are rightly being careful in choosing CPD events to attend and AMOSSHE does not want to miss out on the limited income available from CPD activity.</p> <p>ACTION: CPD leads to respond to AK’s emails about availability for CPD planning meetings</p> <p>The committee agreed that it will be interesting to see how Universities UK’s two day conference goes, as this is a lengthy programme it would be great to see how they facilitate this conference.</p> <p>ACTION: Any Executive attending the Universities UK conference to report any feedback to National Office</p> <p>CW then explained that the National Conference leads and National Office team have discussed options for how to deliver the National Conference in 2021. The options discussed are:</p> <ul style="list-style-type: none"> - A hybrid conference (with physical delegates in the Crowne Plaza Newcastle plus virtual delegates attending sessions at the same time). - A physical conference followed by a virtual offering afterwards. - A fully virtual conference. <p>The National Conference team recommended that the 2021 National Conference should be a fully virtual event, because the risks associated with a physical event are too high at a time when AMOSSHE is already vulnerable in terms of team resource from April 2021 and the fluctuating risks are likely to impact the quality of the event we are able to provide.</p> <p>The Executive agreed with the National Conference team recommendation to make the conference virtual and to move the National Conference contracts with the Crowne Plaza to 2022. The National Conference leads will look at the dates to host the virtual conference in 2021, keeping Scottish colleagues in mind as each year they ask if we are able to move conference dates due to clashes with graduations and the end of term.</p> <p>ACTION: NO team to meet and discuss virtual conference 2021 options, including the dates</p> <p>ACTION: AK to postpone National Conference venue contracts to 2022</p>				

Item no.	Title	Timing: 12:45 – 13:15 (30mins)	Presented by	Paper
6	Break		-	-

Item no.	Title	Timing: 13:15 – 13:45 (15mins)	Presented by	Paper
7	Standing item: strategy update		John Bloomfield	20-21-05
<p>JB presented the paper with the different options for taking forward the strategic work. For this section of the meeting the Executive split into workstream groups to discuss how best to move forward with each workstream of the strategy. It was agreed that all three workstreams would continue with initial meetings taking place within the next month. There is still concern voiced by the Executive Director that we will be unable to complete work on these workstreams alongside other areas of work.</p> <p>ACTION: All workstream groups to have a discussion within the next month to prioritise workstream output and report back to National Office</p>				

Item no.	Title	Timing: 13:45 – 14:15 (30mins)	Presented by	Paper
8	HR review		John Bloomfield	20-21-06
<p>The Executive discussed the main points of the HR (human resources) review document produced from the external audit report into AMOSSHE's legal compliance in HR. It was agreed that JB would work with HM to update the areas of work that need to be more consistent. The committee also agreed the following:</p> <ul style="list-style-type: none"> - That Redundancy, Maternity and Paternity and Adoption leave will remain as statutory for the handbook, but in principle, if AMOSSHE could afford to enhance these packages we would seek to do so. - We will include an Anti-Bribery Policy into the staff and Executive handbooks. - We will seek to employ the external auditors to update our staff handbook. <p>ACTION: JB to work with HM on updating the documents as detailed in the external auditors' review ACTION: JB to update policies for Redundancy, Maternity, Paternity and Adoption leave and create an enhanced package that we would agree to implement if we could afford to do so ACTION: JB to include Anti-Bribery Policy in staff handbook ACTION: JB to contact external auditors regarding the updating of the staff handbook to happen ASAP</p>				

Item no.	Title	Timing: 14:15 - 14:30 (15mins)	Presented by	Paper
9	GDPR update		Fay Sherrington	20-21-07
<p>FS gave a summary of recent GDPR procedures and functions that effect AMOSSHE and the processes AMOSSHE has put in place. She explained to the Executive team that she is happy to confirm AMOSSHE's compliance with GDPR legislation.</p> <p>The Executive were happy to sign off the GDPR updates, no further questions asked.</p>				

Item no.	Title	Timing: 14:30 – 14:45 (15mins)	Presented by	Paper
10	AOB		Jayne Aldridge	-

Item no.	Title	Timing: 14:45 – 15:00 (15mins)	Presented by	Paper
11	Reflection time		John Bloomfield	-
<p>For accessibility reasons, colleagues asked for more break times during future virtual meetings.</p> <p>ACTION: JB to include more breaks during Executive meetings</p>				

Item no.	Title	Date and time of remaining meetings:	Presented by	Paper
11		15 January 2021: 11:00 - 15:30 19 March 2021: 11:00 - 15:30 11 June 2021: 11:00 - 15:30	Jayne Aldridge	-

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16 October 2020 | Zoom video conference call



Agenda

- Apologies:

Item no.	Title	Timing	Presented by	Paper
0	Login / welcome	11:00		
1	Standing item: Reserved business and AOB check	Timing: 11:00 - 11:15 (15mins)	Jayne Aldridge	
1	Standing item: Minutes and Matters arising	Timing: 11:15 - 11:30 (15mins)	Jayne Aldridge	20-21-01
2	External updates discussion: Based on COVID impact on	Timing: 11:30 - 11:45 (15mins)	Helen McNeely	
3	Operations and COVID update	Timing: 11:45 - 12:15 (30mins)	John Bloomfield	20-21-02 20-21-03
4	National Conference and CPD update	Timing: 12:15 - 12:45 (30mins)	Leads	20-21-04
5	Break	Timing: 12:45 - 13:15 (30mins)		
6	Standing item: AMOSSHE Strategy update	Timing: 13:15 - 13:45 (30mins)	John Bloomfield	20-21-05
7	HR Review	Timing: 13:45 - 14:15 (30mins)	John Bloomfield	20-21-06
8	GDPR update	Timing: 14:15 - 14:30 (15mins)	Fay Sherrington	20-21-07
9	AOB	Timing: 14:30 - 14:45 (15mins)	Jayne Aldridge	
10	Reflection time	Timing: 14:45 - 15:00 (15mins)	John Bloomfield	
11	Date, time and place of remaining meetings: 15 January 2021: 11:00 - 15:30 19 March 2021: 11:00 - 15:30 11 June 2021: 11:00 - 15:30		Jayne Aldridge	

Exec Board	Action No.	Agenda No.	Action	Actioned to	Status
Apr-19	113	3	Explore how our finance system Xero can integrate with our membership software Wild Apricot to aid in reducing admin burden and potential for human error	JB	Ongoing - to be completed by September 2020 Update: Additional costs will be involved, delayed until December 2020
Apr-19	123	4	BP to contact Annie Grant about the pitfalls / tips for producing a journal for AMOSSHE members	JA	Ongoing - JA to pick this up from BP and get in touch with Annie Grant
Mar-20	232	4	NO to incorporate the production of terms of reference / project charter into the work stream process.	JB	Ongoing - initial ToR created but need to be agreed with event leads
Jun-20	240	2	JA and HM to develop guidelines for the Chair to inform their decision-making in cases of a tied vote.	JA, HM	Ongoing
Jun-20	241	2	HM and Chairs to insert more details into the rules on diversity considerations for tied votes.	HM, Chairs	Ongoing
Aug-20	3	2	Executive to consider a framework of decision making on topics or issues in line with strategic priorities taking into account time/resources/feedback from members	Executive/JB	Ongoing: Paper to be presented at January 2021 meeting
Aug-20	4	2	Executive to complete a skills audit of the committee to understand expertise on the board and areas we can consider improving skills gaps	Executive/JB	Ongoing: Please see attached sheet for reference and results to be presented at the next meeting
Aug-20	6	2	Executive to consider defining their thoughts on integrity and openness for AMOSSHE to aid in what process members should consider when interests or conflicts arise.	Executive/JB	Ongoing: Request for a small working group to be created for a 1 hour discussion to shape the work
Aug-20	8	2	NO and Chairs to discuss rules on governance for the following: Executive need to agree if they are leading the organisation or representing the organisation, Executive need to agree how to disagree appropriately, Executive to flag when they aren't interested in a topic	Chairs and NO	Ongoing: Request for a small working group to be created for a 1 hour discussion to shape the work
Aug-20	10	3	Chairs to review finances on a monthly basis and escalate any concerns to the wider executive committee.	Chairs	Ongoing
Aug-20	14	5	JB to get in contact with NASPA about the potential to postpone the exchange for the coming year.	JB	Ongoing: awaiting response
Aug-20	17	5	HM and JA to meet to debrief and discuss the above interviews with Andrew West and similarities with the AUA consultancy project	HM and JA	Ongoing
Aug-20	19	5	JA to send through a document (in relation to social) for NO to circulate to the Executive	JA	Ongoing
Aug-20	21	5	Executive to consider a joint briefing / conversation with Association of University Heads of Legal about CMA im	Executive/JB	Ongoing
Aug-20	22	6	Executive members for workstream 3 are to agree which 2 members will be leads.	Workstream 3 group	Ongoing
Aug-20	26	7	CW and NS to consider scheduling virtual discussion groups, rather than just reacting to topics. Access and parti	CW and NS	Ongoing: As and when potential topics arise, agreed for no discussions until closer to Christmas at the earliest

Key: Closed- here action is time limited and now expired Complete – where action has been taken

AMOSSHE Operations and COVID Update

This update combines our usual updates for the central operations of AMOSSHE and includes information relevant to AMOSSHE's response to the COVID-19 pandemic.

National Office staff team

The National Office team continue to work from home. The Executive Director has completed the relevant risk assessments and the new COVID measures have been put in place in the office in Woburn House. This will allow the staff team to utilise the office if they wish, although no more than two staff members can use the office at any one time, those staff members cannot then work with any other staff members for the next two weeks to reduce the risk of spreading any potential COVID infection across the team.

The most current government advice indicated that we should not seek to be back in the office for 6 months (until March 2021). At the present time the Chairs team have agreed that we should seek to formally use the office again as a team in January 2021 with the view of ensuring the safety and wellbeing of the staff team as a priority alongside government guidance when making any further decisions. This date will be reviewed before the December break to understand if this should be extended.

Membership update

Membership level	May 2020	September 2020
Small and specialist	33	34
Tier 1 organisation	45	45
Tier 2 organisation	59	59
Tier 3 organisation	27	28
Additional member	308	313
International organisation	16	14
International additional member	23	20
Less than 50% HE organisation	0	0
Corporate organisation	2	2
Corporate additional member	2	6
Individual member	3	5
Non-profit organisation	1	2
Non-profit additional member	1	1
Student member	3	2
Total organisations	183	184
Total members	750	765

New member organisations in the Small & Specialist category:

- Goodenough College
- The Northern School of Art

New member organisation in the Non-Profit category:

- Optivo

GDPR update (members)

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:

- 11 members have ticked not to receive AMOSSHE updates about news and events (including the AMOSSHE newsletter).
- 1 member has disabled receiving any emails through Wild Apricot.
- 2 members have unsubscribed from Wild Apricot mailings (newsletters, event announcements).
- 4 members have unsubscribed from Wild Apricot event announcements.

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:

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

44 members in total have used one or more of these settings to unsubscribe.

Financial Management report

At the present time AMOSSHE are in a good financial position. The membership renewals are up at last years levels however not all members have paid yet therefore we might still get some dropoff in numbers, we believe this would be minimal however. The figures in the management report for membership are based on the Executive Directors calculations and therefore are subject to change. To note that at the present time (End of September) £31,450 worth of membership invoices remain unpaid. At the moment we have had very little other activity to determine what the year end will ultimately look like, CPD income is likely to vary throughout the year which may impact our year end figures. It would be prudent to continue to closely monitor expenditure carefully until we can more accurately determine the extent of our income from CPD and National Conference.

AMOSSHE expenditure review

In light of our current financial position it was agreed at the previous meeting that we would review the costs of certain areas of AMOSSHE work dependant on the success of signing up organisations this year. These were:

International engagement budget	£3,000	Includes travel, accommodation, and conference fees
AMOSSHE Executive travel for representation work	£5,500	Includes all travel to executive meetings and representation meetings
Hosting a physical executive meeting	£1,300	Includes room hire, travel and refreshments
Professionalisation project phase 2 resumption	£50,000	All funding previously set aside for the work
	TOTAL: 59,800	

The executive committee is requested to review these areas and decide one of the following actions:

- Re-introduce the costs into the budget and proceed
- Review again at the next executive meeting
- Permanently remove the costs until the following year

Directors Finance Summary

September 2020

Code	Income	Year to date			Budget	% of full year budget achieved TD*	Notes
		Actual	Budget	Variance			
200	Conference	£0.00	£0.00	£0.00	£81,406.00	0	
300	CPD	£1,222.00	£0.00	£1,222.00	£26,800.00	5	
	Sponsorship	£998.00	£8,000.00	(£7,002.00)	£36,897.00	3	
	Membership	£130,960.00	£86,427.00	£44,533.00	£115,236.00	114	Based on internal calculations, waiting for year end reporting. To note: £31,450 remains outstanding
	VAT adjustment	(£17,627.22)	(£15,511.00)	(£2,116.22)	(£15,510.77)	114	Based on internal calculations, waiting for year end reporting
	TOTAL	£115,552.78	£78,916.00	£36,636.78	£244,828.23	47	
	Expenditure						
10	Central	£23,922.35	£22,952.00	(£970.35)	£103,530.06	23	
200	Conference	£33,030.38	£33,310.00	£279.62	£143,642.01	23	Includes deposit carried over from the previous year for conference (£25,000)
300	CPD	£6,062.56	£6,225.00	£162.44	£42,003.09	14	
20	Executive	£869.57	£0.00	(£869.57)	£1,344.00	65	
400	Futures	£0.00	£0.00	£0.00	£0.00	0	
500	Insight	£0.00	£0.00	£0.00	£0.00	0	
100	Membership	£90.00	£0.00	(£90.00)	£0.00	0	
	TOTAL	£63,974.86	£62,487.00	(£1,487.86)	£290,519.16	22	
	TOTAL Surplus / Deficit	£51,577.92	£16,429.00	£35,148.92	(£45,690.93)		

TOTAL Cash position	Main account	£93,021.84
	Savings account	£200,971.35
	TOTAL	£293,993.19

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

CPD update

The CPD 1 programme has been released and was delivered on 14 October, verbal updates on this can be provided at the meeting. We have meetings booked in with the leads for CPD2 however we are awaiting confirmation for leads of the CPD3, 4 and 5 events to set up initial meetings, we are keen to have initial meetings booked in quickly to ensure we are able to release a programme of CPD for the year with our members. They are rightly being careful with their CPD events and AMOSSHE does not want to miss out on the limited income available from CPD activity.

National Conference 2021

The National Conference leads and National Office team have discussed options for how to deliver the National Conference in 2021. The options discussed are:

- A hybrid conference (with physical delegates in the Crowne Plaza Newcastle plus virtual delegates attending sessions at the same time).
- A physical conference followed by a virtual offering afterwards.
- A fully virtual conference.

Hybrid conference

The team researched how to deliver a hybrid event that ensures a quality experience for both physical and virtual delegates. Events industry expertise strongly advises against a “camera in the corner of the room” experience for virtual delegates, because this is not engaging or “for them”.

The virtual aspect of the conference should be specially curated and presented (in the same way that TV viewers of a sports event are given a different experience to the spectators in the stadium, with commentary and edited content). Virtual participants would also need opportunities to network and get involved. At the very least filming of live events would require expertise in film production to avoid static, poor quality virtual experience.

The physical conference would be subject to the same risks outlined for a fully physical conference outlined below.

With these considerations in mind the team have established that there are insufficient resources in the team, and insufficient budget for equipment and expertise, to consider hosting a hybrid event.

Physical conference

The team considered a physical conference in the Crowne Plaza Newcastle along similar lines to the traditional AMOSSHE conference, with allowances for social distancing and other recommendations pertaining to the pandemic. Following the success of the 2020 virtual conference in terms of accessibility and engagement, the team felt that there ought to be some kind of virtual offering as well, to engage the audience created in 2020. To avoid a hybrid event for the reasons above, the virtual element would take place after the physical conference is over, re-using session content and materials from the physical event.

Benefits	Risks
<ul style="list-style-type: none"> • Crowne Plaza Newcastle already scoped and 2021 dates confirmed, £25,000 deposit paid • Opportunity for AMOSSHE members to engage in quality networking and the 	<ul style="list-style-type: none"> • Cancellation by the venue on account of the pandemic • Increased administration for refunds if the event is cancelled

Benefits	Risks
<p>conference experience after over a year of no physical events</p> <ul style="list-style-type: none"> • Familiar processes and tasks for the National Conference teams to undertake • Confident assertion of faith in the recovery of the sector 	<ul style="list-style-type: none"> • Lack of delegates due to institutional travel restrictions, reduced CPD budgets, social distancing restrictions within the venue • Lack of quality session proposals because proposers are unsure whether they will be able to physically attend • Speakers or delegates unable to attend due to the pandemic situation or its aftermath • AMOSSHE decision-making on whether the conference should go ahead as planned will be under continual review • The quality of the event might be impacted by changes of direction associated with pandemic restrictions (for example if we switch from physical to fully virtual as in 2020) • Increased workload for the National Office and Executive leads to deliver the physical event followed by a virtual event • AMOSSHE's reputation for delivering quality conferences may be impacted if the physical event is less engaging than usual because of restrictions

Virtual conference

The team considered hosting the conference fully online. This would be different to the 2020 conference in that it would not be free, and it would be designed as a virtual event from the outset, rather than a retro-fitted event that was intended to be physical.

AMOSSHE's event agent AGM Event Solutions have confirmed we are able to postpone our booking with the Crowne Plaza Newcastle to 2022, or cancel altogether to get a refund of the £25,000 deposit already paid.

Benefits	Risks
<ul style="list-style-type: none"> • No requirement to cancel the National Conference on account of the venue or pandemic restrictions • No risks associated with a physical event (for example lack of delegates able to attend) • Opportunities for engagement from all over the UK and worldwide • Potential to move the dates of the conference to the middle of June to accommodate requests for this from AMOSSHE Scotland group 	<ul style="list-style-type: none"> • Income from the conference may be less because rates could not be as high as for the physical conference • No opportunity for AMOSSHE members to engage in quality physical networking and the traditional conference experience • AMOSSHE's reputation for delivering quality physical conferences may be impacted by a second year without one • New learning, processes and tasks for the National Conference teams to undertake

Recommendation

The National Conference team recommends that the 2021 National Conference should be a fully virtual event, because the risks associated with a physical event are too high at a time when

AMOSSHE is already vulnerable in terms of team resource from April 2021 and the fluctuating risks are likely to impact the quality of the event we are able to provide.

Executive decisions required

- Agree the recommendation of the National Conference team, or recommend an alternative
- If the recommendation is agreed, should the booking for the Crowne Plaza Newcastle be postponed to 2022, or cancelled and refunded?
- If the recommendation is agreed, should the conference dates be moved from 14 to 16 July 2021 back to week commencing 14 June 2021?

	18	Identify a % of engagement with members once we understand how members are currently engaging and how we would like them to engage with us													
External Development	8	Working group to look at stakeholder mapping and establish which networks and relationships we currently have, and which do we wish to pursue.													
	9	Create a statement of what we mean by impactful contributions within the sector to enable us to measure success													
	10	Complete stakeholder mapping exercise to include individuals as well as organisations who may be able to help AMOSSHE to positively impact the student experience agenda													
	19	Identify a priority group of global partners to build reciprocal partnerships with													
	20	Identify mutual benefits of partnership													

SP1	Strategic Priority 1 Enable our members	SP2	Strategic Priority 2 Collaborate & Influence	SP3	Strategic Priority 3 Establish a movement
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Utilisation of staff and executive resources

At the present time the national office staff team are very busy in restructuring our member offers on CPD and navigating the landscape for the national conference. There are also a number of other developments currently taking place including updating our finance system and processes, conducting a HR review, re-evaluation of the national conference 2022 conference venue to name a few.

At the present time the executive committee are extremely busy in their full time roles at their organisations, mainly due to the changing circumstances of bringing students back onto campus with new COVID measures in place. This adds further pressure on core AMOSSHE activity alongside the challenge of additional work through the strategic workstreams.

Upon evaluating the current workload the Executive Director and AMOSSHE Chairs team felt that we need to ensure that we are able to fulfil our commitments to core activity so members feel they are being adequately supported by AMOSSHE.

The Chairs and National Office staff team however feel very strongly that we need to start to progress aspects of the strategy to ensure that we are delivering on some of our longer term plans for members.

Below are four options for discussion with the executive committee to consider how to move this work forward, the executive are asked to discuss the options below and agree on a solution.

Option 1: Continue to run all 3 workstreams simultaneously

Pros	Cons
<ul style="list-style-type: none"> Move ahead quickly with longer term objectives 	<ul style="list-style-type: none"> Only core CPD events could be completed, no additional development due to demands on staff and executive No further additional work on HR, finances and national conference future venues Depend on executive and member availability to develop them quickly

Option 2: Run through each workstream in turn, completing all objectives before moving on with the next workstream

Pros	Cons
<ul style="list-style-type: none"> • Enable us to be succinct in bringing members on board • Multiple executive members could come on board to spread the workload 	<ul style="list-style-type: none"> • Slow to move through the work as reliant on developing one area at a time • Some elements might not be priority areas for members

Option 3: Focus work on priority objectives within each workstream, one objective at a time

Pros	Cons
<ul style="list-style-type: none"> • Move ahead quickly with priority objectives • Spreads the work more evenly throughout the executive • Enables members to get involved with specific areas of work • Enables AMOSSHE to focus on areas with greatest impact for members 	<ul style="list-style-type: none"> • Some of the objectives labelled as priority need some research completed from earlier objectives to enable them to be completed, making them longer to complete

Option 4: The AMOSSHE Strategy is paused until the January 2021 Executive meeting at which point a decision is made how to move forward

Pros	Cons
<ul style="list-style-type: none"> • Provides time for the executive committee and potential workstream members to manage their full time roles • Provides the staff team with more time to manage current workload 	<ul style="list-style-type: none"> • Puts additional pressure on staff resources on the busiest part of the year, especially with reduced staff • No guarantee that challenges within institutions will be more manageable by January 2021 • Extends the timeline for completion by at least 6 months, potential reputation impact

Executive Committee decisions

The executive committee are asked to discuss the options above and either;

- Agree with one of the options presented above
- If that option is either 2 or 3, then a decision on which workstream to prioritise is required
- If options cannot be confirmed from the above, an alternative solution should be agreed

AMOSSHE HR review

Recently AMOSSHE, through the Executive Director commissioned an external audit of our HR documents and processes to ensure that we are legally compliant. This is the first stage in developing our HR processes and updating office systems and processes in general. The review was carried out by the company People and Risk Solutions after a tender process.

The outcomes of the review are listed below in two sections:

- 1) Areas that we need/should update and include within information for staff
- 2) Areas that need a final decision for inclusion

Areas to be updated:

- Update to staff contracts: They are compliant but not consistent, we have been provided with an updated template for the Executive Director to work with and engage the team with.
- Staff handbook updates
 - Inclusion of Equality and Diversity policy
 - Inclusion of Whistleblowing policy
 - Further detail of the process of flexible working (policy)
 - Further detail of Time Of In Lieu (TOIL) process
- Recommendations
 - Updates to New Induction checklist
 - Fixed term contract information within handbook
 - Pension auto enrolment information in handbook
 - Whistleblowing, Anti-Bribery, Equal Opportunities and Grievance and Disciplinary Policies should all be included in the Executive Handbook so Executive members are aware of these as part of their role

Areas for further discussion and decision

- Redundancy information needs to be included within the handbook – do we want this to remain statutory or enhanced?
- Maternity and Paternity leave policies are not consistent. Maternity description mentions enhancement but does not describe what this is. Paternity policy is enhanced (2 weeks paid leave). Do we want to make both statutory or enhance both policies?
- Anti-Bribery Policy – Do we want to include this for staff and executive handbooks?
- Adoption Leave is currently based on statutory payment, do we want to enhance this in line with maternity and paternity policies?
- It has been recommended that we do a complete overhaul of the staff handbook to make it clearer and easier to use for staff. Our auditors can do this for us if we wish them to, the cost would be approximately £1500. The Executive Director can make the current updates and go some way to cleaning up the handbook where possible, this would not be to the standard of the external experts but would still be compliant and clearer to navigate.

The Executive Director and Vice Chair Operations will work together to update the necessary areas of HR, we have been provided with templates for a number of them and if necessary we can utilise the expertise of People and Risk Solutions if necessary.

The Executive Committee is asked to discuss and agree on the areas for further discussion.

GDPR update report

On 28 September the Executive Director ran through the current GDPR processes and functions along with changes within GDPR that effect AMOSSHE with Fay Sherrington, AMOSSHE Vice Chair.

When changes or additions arise the Executive Director endeavours to change them at the time, sometimes this is more straight forward than at other times so once a year in September/October the Executive Director evaluates the current process and procedures and checks this against current legislation and changes to ensure that we continue to be fully compliant.

In the annual check some changes and additions to GDPR process and procedure were agreed alongside legislation updates, below is a simple list of the changes that have taken place:

- Updated the links and information for 3rd party services we use to ensure they adhere to GDPR practices within the record of processing document
- Updated the general privacy policy where we use additional services with member details
- Updated the retention and archive periods for AMOSSHE, member and external contact data, this ensures that we are compliant to the regulations and more descriptive with how we manage the data
- Updated the retention policy to include emails and photos/video from events
- Updated AMOSSHE internal GDPR processes to reflect our external IT support mechanism and use of USB sticks
- Developed a retention policy for AMOSSHE email addresses
- Added a new process for new executive member confirmation of AMOSSHE'S GDPR process

In addition to the changes mentioned above all data saved in AMOSSHE has been checked against the retention policy for this year to ensure that we are not keeping data and longer than necessary.

As the principle person evaluating the current GDPR structures and processes for AMOSSHE, Fay Sherrington confirmed as far as is practicable that AMOSSHE is compliant with GDPR legislation.

If there are any further comments or questions these can be raised at the executive committee meeting on 16 October 2020.