

## UK Committee (UKC) Annual Report 2022

### UKC Overview

The Association is overseen by an Executive Committee (Exec) who meet each month and report into the UKC who meet a minimum of three times a year, either online or in person.

### Trustees of HELOA are the Executive and Group Chairs.

Committee and the Group Chairs. For 2022 this consisted of the following elected officers:

Executive Committee: UK Chair: Jonathan Atkinson (Liverpool)	UK Vice Chair (Memberships): Andrew Cooper (Lancaster)
UK Vice-Chair (Finance): Michelle Terrell (Edinburgh) then Fiona Curry (Cumbria)	UK Vice Chair (Governance and Policy): Kate Filimon (Huddersfield)
UK Vice Chair (Group Development): Amanda Kenningley (Huddersfield)	UK Vice Chair (Partnerships): Jack Clare (Wolverhampton)
UK Vice Chair (Communication): Andrew Cotterill (Keele)	UK Vice Chair (Training): Reena Kaur (Keele)

### Groups Chairs

Anglia: Stephanie Jong (UEA)	Cymru / Wales: Andrew Jackson (South Wales)
London: Ashleigh Hope (Guildhall)	Midlands: Dylan Cozens (Coventry) then Emily Day (Lancaster)
North East, Yorkshire & the Humber: Jennifer Barton (Durham)	North West & Northern Ireland: Christopher Mullen (Edge Hill)
South East: Stephanie Coogans (Chichester)	South West: Rebecca Oliver (Bournemouth) then Charlie Smith (Bath)
Scotland: Grant Cullen (Napier) then Calum Fraser (Dundee)	

The UK Committee (UKC) also comprises non-voting members in the following areas:

- Conference and Training Managers
- Marketing and Web Managers
- Finance Managers
- Partnership and Engagement Managers.

Other invited members also attend such as group VCs when relevant including the National Representative for Associate Members and the fixed term role of Equality, Diversity and Inclusion Manager.

HELOA operates an office at Edge Hill University, which is managed by Dawn McClintock and is supported by Louise Povey.

### **Business of the UKC**

The UKC regularly meets four times per year (twice online and twice in person) to discuss business relating to the management and governance of the Association. Decisions taken by Trustees (all elected members of the UKC) are communicated back to membership via Group meetings, and through the HELOA communication channels. Committee meetings are also an opportunity for the membership to feed issues into the committee for discussion and resolution. UKC Trustees, as the main decision-making body of the Association, reports to members via the AGM each year. Minutes of Committee meetings are available to members.

### **UKC Business and developments.**

The Executive committee continues to meet each month to ensure awareness of our projects and goals, share information and offer support in a timely manner. This has allowed us to monitor the progress the organisation has made against its objectives and balance the workload across the different areas of the organisation, to ensure our aims are achievable and we are able to sustain the efforts required.

As a UKC we have made progress to realise our mission, aims and values stated within the current strategy, and as the period of the current strategic plan comes to a close we are evaluating our achievements and planning to push forward into the development of the 2023-26 strategy.

The strategy is core in shaping the actions we take which are documented in the Organisation Development Plan (ODP) where each of the Vice Chairs plot their tasks and achievements, supported by their teams and other volunteers. The objectives laid out in the

ODP (specific tasks that we achieve to meet our strategy) are informed by our discussions across the UKC.

We have met once online in February to review the actions taken from AGM and look to develop our plans for the year ahead. With a high turnover of committee and group roles the decision was taken to meet in person in September. To ensure four meetings a year is sustainable we will continue to plan for hybrid options twice a year and meet online at least once.

Our key developments this year have been:

- Develop strategy 2021-2023 bringing key goals to conclusion.
- Through member contribution and governance review we have identified new areas for focus in strategy 2023-26, taking positive action to enlist external support and consultation to achieve our EDI goals with the correct guidance and insight.
- Continued to utilise the ODP as a key aspect in supporting the exec members, especially for those starting a new role and ensuring the smooth handover of roles coming in 2022-23.
- Electing, appointing and supporting a large number of new members to roles within the UKC and appointed roles. Supporting the implementation of their new ideas and innovations.
- Audited our processes relating to GDPR, CMA and systems to ensure our members information is handled correctly.
- Reviewed our risk register, highlighting key areas of risk, our current methods of mitigation and understanding the steps we would take should any new risk arise.
- Carried out a successful Cost Benefit Analysis (CBA) of suggestions to spend our running surplus that would be of the most impact to the organisation and our members while being sustainable.
- Ensured the UKC have been supported in carrying out their chosen duties whilst balancing an increasingly heavy workload as we return to physical delivery of activities, and develop institutional plans and priorities in light of the ever-shifting landscape.

Please take your time in reviewing the individual reports for our Exec Vice-Chairs and the Office, as well as reviewing the financial reports. This information will give you detailed understanding of how HELOA is organised and how we have developed in the last year.

### Conclusion

This year has been a challenge in that we have had to balance our plans and ambitions for HELOA and meet the demands of our day jobs. Namely;

- Physical delivery returning with the largest offering of large-scale recruitment fairs spread across the academic calendar.
- Schools and colleges requesting much needed support to help inform students on their options and HE decisions.
- Revisions to Access and Participation Plans.
- A sector that has had to (and continues to) flex in a chaotic political landscape.

Alongside these challenges we have welcomed more members than ever before, exceeding 1700 people who need and deserve a supportive network and access to high quality training and sector best practice. We have delivered over 40 local and national meetings and training events, developed increasingly efficient ways of tracking engagement, methods to communicate with members, and most importantly, we are receiving and acting on feedback from all members, both directly and through our group chairs.

We go into 2023 with a clear understanding of our remit, a growing understanding of our members' needs and well balanced financial position.

**Jonathan Atkinson-White**  
HELOA UK Chair  
November 2022