

Governance Annual Report 2023

Elections

- National elections have been run for the Executive Committee posts of UK Vice-Chair (Group Development), UK Vice-Chair (Partnerships), and UK Vice-Chair (Governance & Policy). All these elections were competitive, with at least 2 candidates running for each post.
- 75 member institutions voted in the joint Group Development and Partnerships elections, and 61 member institutions voted in the Governance & Policy election.
- At time of writing, we have just completed the election process for the UK Vice-Chair (Communications), and a candidate has been successfully elected. A verbal update on this election will be given at AGM.
- Due to a change of role from the previous post holder, we also ran an election for the Associate Member Representative, who has now been appointed and is in post.
- In addition, 4 new trustees were elected as Group Chairs of the Midlands, Wales, North West and Northern Ireland, and North East.
- All role descriptors are now updated, including a change to fit with new brand guidelines and an improvement in clarity of the expectations of the role.
- Further consideration will be given over the next year to how to make both the roles and the election process as fair and transparent as possible, whilst increasing the attractiveness and hopefully the number of applications for each role.

Equality, Diversity and Inclusion

- We have been working this year to review policies and implement recommendations made by consultancy firm EMBED regarding Equality, Diversity and Inclusion.
- EMBED attended the 2023 National Conference, and their report found many positives in our approach, including the welcoming atmosphere and inclusive events, and some of the comms including the QR codes and use of microphones in large sessions. There were a few points to improve upon which are being reviewed by the training team.
- The desktop review revealed a number of positives in our election and appointment processes, including the clear structure of role descriptors, the use of anonymised

voting, and interview scoring systems. We have made some adjustments based on their recommendations, including providing a statement to explain why we use anonymised voting and streamlining the election and interview process across roles.

- The EDI Project Manager role was due to end in September 2023, but has been extended until December 2023 to allow time to work on improving the accessibility and readability of documents. At time of writing, the updated EDI policy is almost completed, and this will be shared and added to the website in the near future. We will also be sharing guidelines for making documents accessible which can be used by all group and committee members.
- Going forward, we hope that Equality, Diversity and Inclusion will become an embedded responsibility among every committee role.
- A verbal update on current progress of the review and what we have done so far will be given at AGM.

Changes to policies

- We have tightened written guidelines on the appointment process for both elected and appointed members.
- Standing orders have been updated to clarify the process in the event of a tied vote, and what to do when a trustee needs to take a planned leave of absence.
- At the time of writing, the Risk Register is being reviewed.

Strategy

- The HELOA 2023-25 Strategy is almost complete at time of writing, and will be presented at the next UKC meeting in December.

Kate Filimon-Rice / Amy Slater-McGill

UK Vice-Chair Governance & Policy

November 2023