

## Governance and Policy Annual Report 2022

### Charity status

- Following HELOA's registration of intention to the Charity Commission of Northern Ireland in 2020, we are still on the waiting list awaiting an invitation from the commission to progress with the application. We have not received any further updates during the period, other than to confirm we are still on the waiting list.
- Reporting for both OSCR and England & Wales Charity Commission is underway.

### Elections

- National elections have been run for the posts of UK Vice-Chair (Finance) and HELOA UK Chair.
- 51 member institutions voted in the UK Vice-Chair (Finance) election, and 101 member institutions voted in the UK Chair election, out of a total of 145 institutions.
- At time of writing, we have put out a call for nominations for UK Vice-Chair (Training) and a verbal update on this election will be given at AGM.
- We also ran our first election for our Associate Member Representative, in which 3 out of 4 (at time of voting) Associate Member institutions' primary contacts voted.
- In addition, 3 new trustees were elected as Group Chairs of the Midlands, South West and Scotland groups.
- Role descriptors continue to be updated as roles arise, for clarity of the expectations of the role, and to fit with brand guidelines.

### Changes to policies

- During the 2022 AGM, a vote was passed on updating existing Standing Orders to represent Associate Members. These are to help differentiate the rights and responsibilities of full and associate members. There was also a vote on the clarification of the process for elected officers to stand for a second term.
- A new Standing Order 2.006 was created and voted upon to clarify the process and timeframe around trustee votes. This also helped trustees decide which issues require a vote and which decisions can be made without a vote.
- New policies around GDPR have been created, including a Data Breach Policy and both policy and guidance around dealing with a Subject Access Request.

- At the time of writing, the Risk Register is being updated. A vote will be taken on this update at December UKC and a verbal update will be given at AGM.

### Strategy

- The HELOA Executive reviewed progress against the HELOA 2021-23 strategy in May 2022, including progress against the ODP actions.
- In 2023, the UK Committee will be working on creating a new strategy, which will be formulated based on the progress made towards the current strategy as well as new objectives the charity would like to meet.

### Equality, Diversity and Inclusion

- Following research and consultation with members and putting a brief out to tender to three companies, we are employing Equality, Diversity and Inclusion consultancy firm EMBED. Over the next year, we will be working closely with them to complete some, or all, of the following areas of work:
  - review and develop our policies, role descriptors and election and appointment processes
  - evaluate our current practices regarding the physical and digital inclusivity of our events
  - explore our organisational culture through surveys and/or focus groups.
- We have created a new time-limited appointed role of Equality, Diversity and Inclusion Project Manager, with the remit to work with EMBED and to help carry out the consultancy project, and to assist the UK Vice Chair (Governance and Policy) to implement any recommendations made following the consultancy process.

**Kate Filimon-Rice**

HELOA UK Vice-Chair (Governance and Policy)

November 2022