



Governance and Policy Annual Report 2019

Charity status

HELOA's charity application has been completed and, as of April 2019, approved. HELOA is now a Charity Incorporated Organisation in England and Wales with the registered charity number of 1182953. It is now operating under its new constitution and post-holders with the UK Executive and UK Committee have become trustees.

During the application process, the Charity Commission requested an additional provision be added to HELOA'S constitution requiring a minimum number of trustees (see below).

12.3.2 There must be at least three charity trustees. If the number falls below the minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

Whilst it wasn't clear why the Commission considered this addition necessary, it is uncontentious as the situation it caters for is highly unlikely (there being sixteen trustees). In the interests of registering HELOA as soon as possible, the UK Executive approved its inclusion. However, a retrospective vote on the amendment of the constitution will be taken at AGM.

An application to register as a charity in Scotland is now underway, and an expression of interest in registering with the Charity Commission for Northern Ireland has been made.

Changes to policies

After voting took place at the UK Committee, the following changes to the UK Committee election process (Standing Order 2.002) were made:

- In order to ensure the neutrality of the UK Committee in election processes, no current member or retiring trustee may act as the proposer or seconder for a nominee.
- To improve staffing stability and consistency within UK Committee, if a trustee's employment with a member institution ends, they will have a three-month grace period in which to take out a new employment contract with a member institution. If at the end of the three-month period this has not happened, the trustee will leave their

position and an election will take place. Should a trustee take out an employment contract with a non-member institution which meets HELOA membership criteria, there will be a three-month grace period for the institution to become a member. If at the end of the three-month period this has not happened, the trustee will leave their position and an election will take place.

The following changes to the Groups election process (standing order 2.003) were made:

- Group chairs will now have a term of up to three years. This is to bring the length of term served in line with other UK Committee trustees.

Progress against 2018-2021 strategic plan

Good progress has been made against many areas of the strategic plan. This includes:

- Developing a solid foundation for the organisation through becoming a registered charity with a constitution and financial regulations
- Providing sector leading training by hosting two New Practitioners conferences per year and increasing attendance at National Conference
- Developing meaningful partnerships by ensuring commercial partnerships deliver benefits to HELOA members and having frameworks that underpin relationships with external organisations
- Engaging with and learning from our members through undertaking a membership survey and reviewing the role of Primary Contacts
- Raising the profile of HELOA through having our policies online and spreading best practice through Digests

To deliver the strategic plan by the end of 2021, the UK Committee will focus on the following tasks in the coming year:

- Developing a risk register for the charity
- Exploring and, if appropriate, introducing accredited training
- Determining HELOA's role in public debate on the HE sector

Joanna Marchant
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