



HEOPS EXECUTIVE COMMITTEE MEETING

24th November 2016

Minutes

Dr. Nigel Wilson (Chairperson & Web Master)
Patricia Southworth (Treasurer)
Dr. Christine Rajah
Janice Craggs
Aileen Stewart
Dr Sam Phillips
Dr Denis Todd
Dr Ali Hashtroudi (hosting member)

1. **Apologies:** Phillipa Hawkins
2. **Minutes** of HEOPS Executive meeting April 2016
3. **Matters arising from the minutes**

Policy on Fitness to Study- AS reported that UCEA guidance on fieldwork is to be updated to include fitness to travel guidance. It was felt that HEOPS would not be involved in any generic fitness to study policies

Record retention – NW is happy to share his guidance with colleagues but did not feel it appropriate to share this on the web site.
4. **Treasurers Report**

The committee considered two reports, one to April 2016 an interim Treasurers Report to October 2016. The current balance stands at a health £2700 thanks to revenue from the Nov 2016 meeting. It was agreed that reserves would be held at £1000 minimum and £5000 maximum.
5. **Chair succession plan**

NW announced he will be stepping down as chair but that an email to members had been unsuccessful in finding a successor. AH would be willing to take on the role of chair but was having his contract for student provision reviewed and hence cannot confirm until January 2017. NW indicated he is willing to continue as chair until 31st January 2017.

Action: AH to inform committee of his decision in January.
Action: NW to request volunteers for chair and exec members.
6. **Website management succession**

JC would be willing to consider webmaster role but her service is also being reviewed. If she is not able to take the role NW will be able to make basic amendments to the website after Jan 2017 but expects the committee to make a decision about the long-term development and maintenance of the site. Options could be approaching commercial provider or NW's son who is a software engineer.

Action: JC to inform committee of her decision in January.

7. Webhosting, Domain Name and payment process

3essential \$48 due 22nd Feb 2017 and annually

Name.com \$9.49 due 26th Oct 2016 and annually

These fees have to be paid by card. NW currently pays and reclaims. JC is willing to take over payments.

Action: PS will explore accounts which can provide a card – cost is the limiting factor.

8. Mental Health of Students in HE Report

NW was approached by the RCPsych to give feedback. A call for comments had no responses.

Brief discussion about some aspects of the guidance e.g. the need for formal qualifications of mental health advisors and training in managing suicide risk.

Action: All to feedback to NW

9. FOHN 2016 survey results - http://www.fohn.org.uk/index.php?p=1_3_FOHN-2016-survey-results

. FOHN working party seems very active developing a training curriculum two years ahead of a formal launch of the new Faculty.

10. HEOPS – key interfaces & collaborative working opportunities

JC suggested opportunities for collaborative work with organisations like USHA who are well resourced to ensure our meetings are sustainable.

11. Next HEOPS meeting

AS and possibly JC may be able to host in 2017. The two meetings a year plan may not be sustainable given financial and other constraints

Action NW to open up to membership to volunteer. Gary Malcolm at York University has since volunteered to host a meeting in June 2017.

12. AOB

AS mentioned UCEA's health action plan which does not mention of OH.

Suggestions for KPIs such as having access to an accredited specialist not accepted by UCEA as not practical for all HEIs. JC suggested linking to the HSE 5 strategy.

Action: AS to email members about KPIs they use.

Action: AH to email AS for feedback.

13. CR notified the committee that she was resigning from the Exec but would be willing to serve until a replacement had been found.

Date and Time of Next Executive – Before the June 2017 meeting in York.