



HEOPS EXECUTIVE COMMITTEE MEETING

4th September 2015

Minutes

Present

Nigel Wilson (NW)
Sam Phillips (SP)
Philippa Hawkins (PH)
Dennis Todd (DT)
Christine Rajah (CR)
Aileen Stewart (AS)
Patricia Southall (PS)
Anne-Marie O'Donnell (A-MO'D)
Janice Craggs (JC)

1. **Apologies:** Susan Robson
2. **The Minutes** of HEOPS Executive meeting May 2015.
Approved with one amendment proposed by JC – for the addition of “Aileen Stewart has replaced Alan Swann as HEOPS Representative to UCEA.
3. **Matters arising**
Item 7: Joint Meeting with ANHOPS.
Agreed NW to approach ANHOPS again for possible meeting in 2016.
4. **Guidance on OH Services in Higher Education draft document**
CJ fed back on progress to date. New additions to the document have been made, but difficulty constructing a formula yet we know that readers will look for something about staffing levels. Meeting scheduled between PS, PH & A-MO'D.
Agreed working party to send a draft to Exec Committee members prior to making the document available for wider circulation.
Agreed £250 could be spent to prepare the document for publication and wider circulation.
ACTION: CR to circulate document to HEOPS Exec Committee members
5. **TB**
NW reminded the Committee that this is now a forthcoming topic at HEOPS meeting in Salford. No response has been received from Health Education England to date.
6. **Feedback from UCEA H&S Committee**
Alan Swann (ASw) attended the latest meeting. AS will be attending the November meeting.

7. Data Retention & Archiving

JC reported on a jiscmail query, responses indicated there is variable practice for retention across HEOPS member institutions. Should HEOPS produce guidance?

8. SEQOHS

Responses from NHS England and Health Education England are awaited regarding whether there will be funding for HE sector and the timescale for implementation if so.

9. Website:

- a. Executive subsection password protected to view minutes
Agreed this was unnecessary and would be against the principle of transparency within HEOPS community.
- b. Jiscmail moderator role
ASw has agreed to continue in this role.

10. Newsletter

Agreed not necessary at present

11. Exec Committee Meetings – format and frequency

Agreed a further brief e-meeting to be held to establish whether this provided an adequate alternative to face to face meetings. If so then a quarterly e-meeting might be practical and would avoid the cost of accommodation before the next HEOPS meeting at Salford.

ACTION: NW to arrange

12. Salford Meeting programme

Noted and approved

13. AOB

AS raised UCEA survey