



Dear EAUC Member

I have pleasure in sending you papers for our forthcoming AGM. It will be held at 08:30am on Thursday 30 March 2017 at Lancaster University.

With this mailing are the following supporting papers:

- [AGM Procedures](#)
- [AGM Agenda](#)
- [Minutes of the last AGM](#)
- [Retirement of Trustees](#)
- [Resolution Paper AGM17-01](#) – Election of a Board Member who will act as Company Director and Charity Trustee
- [Resolution Paper AGM17-02](#) – Election of a Board Member who will act as Company Director and Charity Trustee
- 2016 Annual Trustee Report and Financial Statements can be viewed at www.eauc.org.uk.

Please note:

We ask that Members raise substantive questions by email to the Company Secretary at fgoodwin@eauc.org.uk by Monday 20 March 2017. This will allow the Trustees to prepare a full and informed response.

AGM Procedures

Below is information to assist Members with the procedures of the AGM. Full details can be found in our Memorandum and Articles of Association at http://www.eauc.org.uk/eauc_governance

Who can attend?

Anyone can attend an AGM but only Educational Members can vote. Company Members, Strategic Partners and non-Members are not allowed to vote. Each Educational Member institution can have one representative to vote.

How many Members need to attend?

We need to have a minimum number of Members to attend (a quorum) - we must currently have 25 or one-tenth of all Educational Members (20) entitled to attend or by proxy – whichever is the lesser. So we need at least 20 Member representatives attending or by proxy to hold the meeting otherwise the meeting has to be adjourned.

What is the purpose of the AGM?

At the AGM you will receive the Annual Trustee Report & Accounts. When required you will accept retired Trustees, elect new Trustees and appoint the auditors. It is an opportunity for the Board and Members to discuss any other business required. Items that require a vote from Members are called Resolutions.

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How do I vote?

At AGMs there will be areas that we require Members to vote on (Resolutions). Each Resolution will be put to a vote by the Chair. Voting is undertaken online prior to the AGM using Electoral Reform Services.

Each Member institution has been contacted to nominate their voting representative and voting details have been sent to that person to vote prior to the AGM online. Voting can also take place in person at the AGM if the voting representative has not already voted online. The voting representative will be provided a voting card upon registration and verification. The voting cards will be added to the online voting results by an independent scrutineer and the results will be declared at the AGM by the Chair. The Chair is entitled to a second or casting vote.

Can I vote online?

Yes, you can vote online by using the Electoral Reform Services system by proxy. You can either declare your decision or nominate someone to vote on your behalf who will be present at the AGM or the Chair. We asked Members who their voting representative would be and all Member key contacts or appointed representatives have received an email from Electoral Reform Services with secure voting instructions on how to do this.

Why are you using Electoral Reform Services?

Electoral Reform Services (ERS) is the UK's leading independent ballot supervisor and expert in the administration of electronic voting. They provide a very reasonably priced service to the charity sector for this purpose. In order to ensure the voting is undertaken transparently and fairly there will be a scrutineer from ERS at the AGM. They will register all those physically present at the AGM and assign voting cards for those eligible to vote – i.e. one representative from an Educational Member and verify if they have already cast a vote online. Only those with voting cards at the AGM will be counted and added to the online votes. ERS will then combine the votes and confirm the results which will be announced at the end of the meeting.

If you require any further information please contact the Company Secretary, Fiona Goodwin, at fgoodwin@eauc.org.uk.

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The Environmental Association for Universities and Colleges (EAUC)

Annual General Meeting

30 March 2017 – 08:30 at Lancaster University

Agenda

1. Welcome and Apologies
Wendy Purcell, Trustee & Chair of the AGM
2. Approval of Minutes of 2016 AGM
Wendy Purcell, Trustee & Chair of the AGM
3. Retirement of Board Members who will act as Company Director and Charity Trustee
Wendy Purcell, Trustee & Chair of the AGM
4. **Resolution Paper AGM17-01** – Election of a Board Member who will act as Company Director and Charity Trustee
Wendy Purcell, Trustee & Chair of the AGM
5. **Resolution Paper AGM17-02** – Election of a Board Member who will act as Company Director and Charity Trustee
Wendy Purcell, Trustee & Chair of the AGM
6. Review of the Year - 2016 Annual Trustee Report & Accounts, followed by questions
Iain Patton, CEO & Andrew Hewett, Treasurer
7. 2017-2021 Strategy, followed by questions
Iain Patton, CEO
8. Vote Results
Wendy Purcell, Trustee & Chair of the AGM
9. Any other business and close
Wendy Purcell, Trustee & Chair of the AGM

Only Educational Members are entitled to vote at Annual General Meetings. The voting right of Member institutions may be exercised by one representative only.

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2. Minutes of 2016 AGM

Annual General Meeting Minutes

25 May 2016 – University of the West of England, Bristol

Outgoing Chair – Robert Bellfield (RB); Incoming Chair – Janet Haddock-Fraser (JHF)

A copy of the presentation and papers can be found at http://www.eauc.org.uk/eauc_governance.

1. Welcome and Apologies

RB welcomed Members to the AGM and introduced the Board of Trustees.

Apologies were received from Marie May (Sheffield Hallam University) and Andrew Hewett (University of Dundee)

Any other business was to be raised prior to the meeting and none had been raised.

2. Approval of Minutes of 2015 AGM

The minutes were approved. No issues were raised.

3. Retirement of Board Members who will act as Company Director and Charity Trustee

RB confirmed that he, Robert Bellfield (Craven College), and Neil Scott (Aston University) will retire from the Board as Directors and Trustees as of this AGM. Robert and Neil have served their maximum term of 5 years. Within the year we also had a retirement from Marie May (Sheffield Hallam University) on 15 April 2016. We thank Robert, Neil and Marie for all their help and support they have given to the EAUC.

4. Resolution Paper AGM16-01 – Election of Board Members who will act as Company Director and Charity Trustee

Therefore we have four vacancies to fill on the Board of Trustees. The Board is particularly looking for one position to have political insight experience and contacts regarding communicating and influencing. One position to be in an advanced level sustainability professional role and all to be ideally at Director/Senior Management/Deputy level. As well as previous Board experience and out of sector experience as we value the broader perspective this brings. We received 7 nominations. You may vote for up to four candidates only and you have to vote with Electoral Reform Services. Members have also had the opportunity to vote online prior to the AGM. The results of the online voting and the votes taken at this AGM will be announced at the end of the meeting. We would like to thank all nominations for their interest.

5. Review of the Year – 2015 Annual Trustee Report and Accounts – Presented by Iain Patton and Neil Scott

RB handed over to Iain Patton (IP), CEO, to go through the Annual Trustee Report. IP highlighted activities of the year which included:

Member Data

- We currently have 203 educational members and have a renewal rate of 86% which is good in such hard times with mergers and pressured budgets.

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- We have 39 company members. Our strategy is to bring about change and learn from industry and we are working on higher value companies to achieve this.
- 48% of tertiary education sector is represented.

Networking

- The lifeblood of the EAUC is the peer to peer sharing and support. This is growing stronger and reflects city entities.
- We have launched regional groups in North East England, Ireland and South West England with a Yorkshire and Humber group coming soon.
- New Community of Practice groups launched in the past year are ISO14001 and Biodiversity. We encourage members to get involved in their relevant groups.

Supporting Colleges

- As pressure on colleges is high we have launched new support within our staff resources such as the FE Helpline and a quarterly FE newsletter.
- We also continued with the College Energy Fund with Salix which has invested nearly £5million into the sector and saved over £1million in energy bills.

Supporting Sustainability Professionals

- We are working closely with National Union of Students (NUS), Association of Colleges (AoC), College Development Network and University and College Union (UCU) on a longitudinal survey on the state of sustainability within the sector. This year's survey will be launched next month and we encourage members to contribute.
- Last year we launched the Business Guide for University Governors as we are trying to reposition sustainability to ensure it is within strategic plans. The guide is in partnership with Leadership Foundation for Higher Education (LFHE) and Committee of University Chairs (CUC). This is aligning new language to make the case for sustainability.

Representing Members

- Representing members on a national and international level is at our heart and this role will grow.
- We have fed into the Environmental Audit Select Committee consultation to bring the Government to account.
- We build networks and speak as one voice such as with the Global Alliance which we initiated and now which represents over 10 million students. We spoke with one voice and presented an Open letter to the COP21 in Paris. This brings the UK into the process and call to account and putting pressure on the UK Government and positioning institutions as part of the solution.

Green Gown Awards

- The Awards provide vital recognition to institutions as well as provide learning across the sector, bringing real value.
- We are working with United Nations Environment Programme (UNEP) and the GUPES network to extend the Awards across 6 regions globally. This will bring a wider southern hemisphere voice, balancing the western voice.
- The Awards are not ours but are sector owned.





Member Innovation

- The Sustainability Exchange, which was originally funded by HEFCE and was only for higher education in England is now UK wide and embraces FE.
- UCCCfS has put carbon reporting on the map and are leading on interesting work on careers and leadership.
- We are working on formal accreditation for LiFE and there is interesting research taking place on mapping other tools and standards to provide members with a more coherent picture of their activities. This will be out in the summer.

Looking to 2016

- This is a critical year as we are 20 years old and we need to ensure we are fit for the changing and challenging times ahead. Members are critical to this and you will hear more about this from Caplor Horizons shortly.
- The Sustainability Leadership Programme is proving a new understanding and common language on how to generate change and we have a residential programme in Cambridge in July.
- We will be launching an updated Guide to Biodiversity on Campus at the University of Worcester.
- Sorted – a guide for colleges on sustainability – is being updated and will be available on the Sustainability Exchange.
- Sustainability will be linked with employability to bring sustainability into the language of leaders.
- Sustainability metrics work will bring coherence and consistency for institutions to implement a whole institution approach.

The floor was open to questions and comments. Below is a summary of these:

Dave Gorman (University of Edinburgh): The guidance for leaders is really useful – is there going to be any more activity on this such as making it more interactive in terms of videos?

Wendy Purcell replied that there has been good engagement and we want additional case studies and will insist drill down with CUC and we will be looking into this. IP said this has been critical to reposition sustainability in strategy and that it is no longer a nice to have.

IP handed over to Neil Scott (NS), Treasurer, to provide an overview of the Annual Accounts. NS highlighted the following areas:

- Last year we made a surplus of £28,744 against a £10,112 budgeted surplus. We have had movements in the year in our finances with an increase in income (3%) as well as an increase in expenditure (5%). Our non-project related staff costs represent 55% of our total unrestricted expenditure.
- 31% of our income comes from Membership, 22% from the Annual Conference and 27% from public funding from the Scottish Funding Council. 19% of our income comes from Products and Services such as the Green Gown Awards.
- Educational membership exceeded our target of 202 members with 203. 37% of our unrestricted income generation comes from educational membership which is the same as 2014. Company membership slightly increased by £1,604.
- We received 15 new members with 9 from the Learning and Skills sectors and 6 from Higher Education, 27 non-renewals and we will remain vulnerable to mergers and further cuts within the sector. Our renewal rate is 86% which is a slight decrease from 87% in 2014 but remains stable.





- Looking forward to 2016 we aim to increase membership by 20 members but factor in 18 non-renewals due to mergers. We have conservatively estimated a small surplus of £6,737.
- In March we are proud to announce that the EAUC took another bold step forward and became employers. Back in 2005 we set up our Headquarters at the University of Gloucestershire and our generous hosts acted as employers for our staff. This has not affected our members or our finances. Thank you to Fiona Goodwin for the hard work she has done on implementing this and thank you to University of Gloucestershire for its support. The one off TUPE costs have been met from our reserves and will be around £6k.
- Therefore it is important to maintain our reserves.

The floor was opened for questions and comments on the Annual Accounts. Below is a summary of these:

- Alan Cumber (Institute of Cancer Research) asked about the cost of employment and the financial impact. NS answered that we have always paid our staff costs so there will be no change and the one off costs for set up were met through our reserves.
- Gil Snook (City College Plymouth) asked what is the plan for the unrestricted surplus. NS said this would be dealt with by the Strategic Review.
- Fabia Jeddere-Fisher (University of the West of England) asked what happens to the fee in terms of mergers. NS explained that two institutions might go into one and they might go up a fee tier due to the increase in turnover.
- Gil Snook (City College Plymouth) asked what percentage of members are FE. FG answered that we had 77 colleges and 126 universities at year end.

6. Strategic Review Outline and Opportunities for Member Input – presented by Ian Williams and Lorna Pearcey, Caplor Horizons

IW introduced the strategy review and outlined how important it was to hear the member's voice as part of this review.

LP provided a brief introduction to Caplor Horizons that have been appointed to assist us with the strategy review. IW & LP will be on the EAUC stand all day for members to get involved as well as the Strategy Working Group.

IW explained the Charles Handy and the second curve where organisations can start to decline unless they reinvent themselves. So members need to think about the EAUC and what changes EAUC needs to make to reinvent itself. IW asked the audience to engage with the next person to discuss this. Feedback included:

- Janet Saunders (Aberystwyth University) said it was very important to do more CPD and training and accreditation would help members to attend.
- Paul Gill (ESS Ecology) said he agreed with the concept of changing and referenced Alice in Wonderland and how the Red Queen needs to keep moving.
- Cat Reeby (SE2) said EAUC have a greater focus to have a wider voice to the outside but how does having fewer company members reflect this strategy? IP responded that we are focusing on higher value companies and have greater engagement and that it is important to hear other voices such as public sector, NHS etc.
- Jane Davidson (University of Wales Trinity Saint David) said that is she relatively new to EAUC and only became engaged a few years ago due to 'environmental' in the name and thought it was only for operational matters. Perhaps ethical or egalitarian would be better?





IW outlined that we are looking ahead for the next 3 years as well as to 2030. IW asked what the real treasures of EAUC are and not just money. IW asked for the audience to speak to their partners to discuss what should EAUC do more of, what should EAUC stop doing and what should EAUC start doing. Feedback included:

- Meg Baker (University of Gloucestershire) – more on divestment campaigns and research divestment and changing research to be invested into more.
- Candice Snelling (National Oceanography Centre) – exchanges are most useful so more networking and shouldn't stop speed networking
- Paul Gill (ESS Ecology) – should collate good practice
- Sebastian Blake (Oxford Brookes University) – should start building programmes to go through whole education process and this gained strong audience support
- Dave Gorman (University of Edinburgh) – said it is a vast landscape and should look at what someone wants and where no-one else is providing it.

IW encouraged members to visit Caplor Horizons at the EAUC stand throughout the day.

7. Vote Results (RB)

RB announced the election results, as verified by Electoral Reform Services are:

AGM16-01 Jane Davidson elected
 Simon Kemp elected
 Peter Rands elected
 Kenneth Amaeshi elected

RB thanked everyone for voting.

8. Introduction of new Chair and Treasurer

RB thanked NS for his role as Treasurer and welcomed Andrew Hewett as the new Treasurer. RB thanked fellow trustees over the years and particularly in the last year. RB thanked IP and FG for being hugely committed and having a strong team behind them. RB gave best wishes to the EAUC for the future and welcomed JHF as the new Chair.

JHF thanked RB, NS, Katrina Henderson and Marie May. JHF welcomed the new trustees and look forward to the next Board meeting in June.

JHF said it is an important year for the EAUC with the strategic review and we are keen to hear the member voice as a member organisation. There are many ways for members to get involved and hear your voice through the Member Advisory Council (MAC); Regional groups; Community of Practice and Topic Support Networks and directly to the staff.

9. Any other business and close

JHF confirmed that no other business has been raised. JHF thanked IP and FG for their work. JHF thanked all for attending and closed the meeting.





3. Retirement of Trustees

Roger Bond (University of East Anglia) will retire from the Board as of this AGM as he has served his maximum term (5 years).

We also had a retirement from the Board from Kenneth Amaeshi (University of Edinburgh) on 31 January 2017.

Janet Saunders (Aberystwyth University) also stepped down as the Wales Branch Convener as of 7 March 2017 and Tom Yearley (University of Wales Trinity Saint David) was elected as Wales Branch Convener. Angus Allan (South Lanarkshire College) will be stepping down as Scotland Branch Convener on 17 March 2017 and a new Scotland Branch Convener will be elected at the Scotland AGM on 17 March 2017. Branch Conveners also act as Branch Trustees and Directors.

The Board is able to co-opt trustees outside of the AGM. Any trustee so appointed will only hold office until the following AGM at which time they will be eligible for election by the Membership.

Who currently sits on the Board?

You can view the current Board at http://www.eauc.org.uk/our_executive_committee. We currently have 8 elected trustees, plus 2 Country Branch Conveners and the CEO. Our constitution states a maximum of 9 elected trustees. We have 1 current vacancy and 1 retiring, therefore we will have 2 vacancies on the Board.

4. Resolution - Paper AGM17-01 - Election of a Board Member who will act as Company Director and Charity Trustee

We have **TWO vacancies** to fill on the Board of Trustees. The Board is particularly looking for the following skills and specifically look for out of sector experience as we value a broader perspective this brings:

For this Resolution we are in particular seeking nominations for one vacancy from:

- People in **campus operations/professional services**, such as Director of Estates or similar
- All nominations would be of **Director/Senior Management/Deputy** level
- It is desirable for nominations to have previous board experience

We received 2 nominations. You may vote for **1 (ONE)** candidate only.

Resolution AGM17-01	Your Instruction
To elect <u>Trevor Humphreys</u> as Trustee/Director	for/against*
To elect <u>Jane Lemon</u> as Trustee/Director	for/against*

Please read the [Background Information](#) before casting your vote.

Please read the [Candidates' Statements](#) before casting your vote.

NB: As this is a Resolution a simple majority and to include any proxy votes is required.

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Candidate Statements – Resolution AGM17-01

1. HUMPHREYS, Trevor

NB: Areas highlighted in Bold are areas required by the Board

Summary

Job Title: Director of Estates and Facilities

Institution: University of Surrey

Background

Higher Education	Further Education	Learning and Skills	Other Sector Provider	Out of Sector
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expertise

Campus	Community and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills

Strategic Leadership	Organisational Development (Board experience)	Financial Management	Curriculum Policy and Direction	Business and Enterprise	HR and Staff Development	Political Insight and Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Profile:

Trevor Humphreys is Director of Estates and Facilities Management at the University of Surrey with responsibility for leading the estates and facilities management function, in support of the university’s strategic objectives. Trevor is leading the development of a new Sustainability Strategy.

Trevor is a Chartered Building Surveyor and was previously Director of Estates and Facilities at the University of Leicester. Prior to this he worked for 14 years at the University of Manchester. At Manchester Trevor was Head of Environmental Sustainability – a cross University role working with an Associate Vice-President for Sustainability in leading the development of strategy and the implementation of a partnership with the academic community via as well as leading all business and operational environmental sustainability responsibilities.

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Trevor is interested in ensuring that EAUC is recognised as an association that is relevant to sector leaders and seen by them as adding value at a strategic level as well as well as at a managerial and operational level. Trevor is keen to ensure that the sustainability agenda is embedded in all institutional planning and decision making in a balanced way.

2. LEMON, Jane

NB: Areas highlighted in Bold are areas required by the Board

Summary

Job Title: Associate Director of Estates Planning & Development

Institution: University of Westminster

Background

Higher Education	Further Education	Learning and Skills	Other Sector Provider	Out of Sector
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Expertise

Campus	Community and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Skills

Strategic Leadership	Organisational Development (Board experience)	Financial Management	Curriculum Policy and Direction	Business and Enterprise	HR and Staff Development	Political Insight and Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Profile:

I have a strong commercial background within an Estates function with an emphasis on strategic planning. I have held responsibility for the Environment and Corporate Social Responsibility for the last 8 years with various companies and am looking for an opportunity to share and expand my knowledge within the educational sector and promote best practice alongside new initiatives.

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5. Resolution - Paper AGM17-02 - Election of a Board Member who will act as Company Director and Charity Trustee

For this Resolution we are in particular seeking nominations for one vacancy from:

- People in **Senior Management** level (such as **Pro Vice Chancellor or Deputy Principal** as minimum level) with an **academic background**
- It is desirable for nominations to have previous board experience

We received 3 nominations. You may vote for **1 (ONE)** candidate only. Vote by clicking in the box next to your chosen candidate(s).

Resolution AGM17-02	Your Instruction
To elect <u>Matthew Cragoe</u> as Trustee/Director	for/against*
To elect <u>Peter Smith</u> as Trustee/Director	for/against*
To elect <u>Aled Williams</u> as Trustee/Director	for/against*

Please read the [Background Information](#) before casting your vote.

Please read the [Candidates' Statements](#) before casting your vote.

NB: As this is a Resolution a simple majority and to include any proxy votes is required.

Candidate Statements – Resolution AGM17-02

1. CRAGOE, Matthew

NB: Areas highlighted in Bold are areas required by the Board

Summary

Job Title: Pro Vice Chancellor (Arts)

Institution: University of Lincoln

Background

Higher Education	Further Education	Learning and Skills	Other Sector Provider	Out of Sector
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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Expertise

Campus	Community and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Skills

Strategic Leadership	Organisational Development (Board experience)	Financial Management	Curriculum Policy and Direction	Business and Enterprise	HR and Staff Development	Political Insight and Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Profile:

I am an experienced senior manager with particular interest in the environment and experience of working with a range of bodies beyond the HE sector. I currently work at the University of Lincoln, where I am PVC for the Arts and a member of the University’s Senior Leadership Team. I chair the University’s Environment & Sustainability Committee which draws together academics and colleagues from Estates, professional services and the Students’ Union to monitor the state of the campus and ensure that principles of environmental sustainability are embedded within both the culture of the institution and in the education we offer our students.

Before moving to Lincoln I was Head of School at Sussex and represented the University on a number of external bodies including the South Downs National Park Authority (SDNPA) learning partnership - a group comprising representatives from the Universities along the south coast – and the steering committee of the SDNPA’s ‘Learning through Landscapes’ project, a two-year undertaking to engage the 600 schools around the Park with the potential of the landscape as a learning resource.

I was also closely involved in Brighton City Council’s bid to create a ‘Biosphere Reserve’ under the UNESCO Man and Biosphere programme in the area around Brighton and Lewes. I sat on the steering committee for the bid, and was also an observing member of the UK national UNESCO Man and Biosphere committee – a body with whom I remain in close touch.

As an academic, my background is in rural history and the history of landscape, and I am currently a Trustee of the Lincolnshire Heritage Trust. I was PI on a major AHRC project exploring the long term impact of parliamentary enclosure on communities in Northamptonshire, 1700-1900, under the Landscape & Environment Programme (2007-10), and have published widely on the subjects as diverse as nineteenth century estate management and the place of the rural in twentieth century conceptualisation of ‘Englishness’.

I strongly support the vision, mission, and values of the EAUC and would welcome the opportunity to champion these both within and beyond Higher Education.

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2. SMITH, Peter

NB: Areas highlighted in Bold are areas required by the Board

Summary

Job Title: Vice Principal – Finance and Resources

Institution: Borders College

Background

Higher Education	Further Education	Learning and Skills	Other Sector Provider	Out of Sector
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Expertise

Campus	Community and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills

Strategic Leadership	Organisational Development (Board experience)	Financial Management	Curriculum Policy and Direction	Business and Enterprise	HR and Staff Development	Political Insight and Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Profile:

I have been in Borders College for nearly 10 years and have some 24 years’ experience in the Education Sector. I have been responsible for embedding a sustainable ethos across the College, having chaired the Sustainability Committee since its inception in 2008. During that time, the College completed its first Carbon Management Plan, covering the years 2009 – 2015, and which saw us reduce our carbon footprint by 27.5%, against a target of 25%. Over that period, sustainability has come to mean so much more than just carbon reduction in our estates functions, but has meant changes to the way we think and act across curriculum and support services.

I have driven a number of projects, including the installation an innovative system to draw heat from waste water in the adjacent public sewer, the first of its kind in the UK.

I have been a major supporter of EAUC over the years, attending all but one national conference since 2011, and assisting on the steering group for the EAUC Scotland conference 2017.

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I believe my broad range of skills and experience will enable me to make a significant contribution to the direction of EAUC in the coming years.

3. WILLIAMS, Aled

NB: Areas highlighted in Bold are areas required by the Board

Summary

Job Title: Dean (Research, Innovation & Partnerships)

Institution: University College of Estate Management

Background

Higher Education	Further Education	Learning and Skills	Other Sector Provider	Out of Sector
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Expertise

Campus	Community and Students	Teaching, Learning and Research	Sector Senior Management	Out of Sector
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Skills

Strategic Leadership	Organisational Development (Board experience)	Financial Management	Curriculum Policy and Direction	Business and Enterprise	HR and Staff Development	Political Insight and Influence
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Profile:

Aled has over 20 years' experience in the HE sector has contributed to the development of Built Environment education with enthusiasm and effectiveness at regional, national and international level.





He has spent most of his career working in education, with a focus on learning and teaching enhancement in the Built Environment – mainly in leadership positions at various UK institutions, including University College of Estate Management (UCEM) and the Higher Education Academy (HEA).

Sustainability supports UCEM's vision and core purpose to provide truly accessible, relevant and cost effective education, enabling students to enhance careers, increase professionalism and contribute to a better built environment. Aled's current role within the Senior Leadership Team, as Dean (Research, Innovation and Partnerships), focuses on developing UCEM research capacity, output and excellence, as well as the commitment to working through partnerships, aligning and coordinating activity across the University College to maximum effect. This increases the focus on sustainability across teaching, research and enterprise activities as well as seeking to have a wider impact on the HE sector, industry and society.

He has substantial experience in designing and teaching professionally accredited Built Environment courses in Higher Education and been pivotal in driving forward new developments within the discipline and industry. His personal philosophy demonstrates that both industry and HE have something to contribute to the learning experience and each stands to gain through the contribution of the other. He has built a career on a strong track-record and commitment to vocational progression and quality. Aled feels very strongly about driving forward new sustainable developments and innovation, both in Higher Education and the wider Built Environment. His passion also lies in getting people to connect and so the strong community aspect of the EAUC really appeals.

Aled is authentic whether in his work or personal life – and the Built Environment seems to be part of his whole life. One of his favourite pastimes is accompanying his young son to Lego Club – so he can't escape his passion for buildings! In the early 1980's, Aled was on Pebble Mill at One as part of a choir which on a national competition with a song about sustainability.

Background Information

How does the process work?

We are asking that only Educational Members can apply to be a Trustee and Director. That means your organisation has to be a current member and you are from a university, college or learning and skills sector provider. You can check that your institution is an Educational Member by visiting www.eauc.org.uk/our_members. Company Members and Strategic Partners are not able to apply. All nominees have been verified as eligible to apply.

The process for selecting Trustees is as follows:

- We asked for Trustee Nominations for two positions in January with a closing date of 15 February 2017. We received 5 Trustee Nominations in total.
- The Board select their recommendations if required – the Board have agreed that a recommendation is not required for this particular vote.
- **All** applications received (6) are sent to the Educational Members and are asked to vote
- Votes are taken by Educational Members present at the AGM or those who vote by proxy prior to the AGM. Voting will take place prior to the AGM electronically to ensure as many Members have the opportunity to vote.

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- Only one vote is cast per member institution. We have asked all Key Member Contacts to inform us by 17th February 2017 if they wish to change the nominated person who will vote on their institution's behalf. The nominated person will be sent secure voting details direct with instructions on how to vote.

The voting process, as previously, is administered on our behalf by [Electoral Reform Services](#) to provide Members with confidence that the voting is done securely and independently. For full details of how this process works please refer to our Constitution at www.eauc.org.uk/eauc_governance.

What is required from a Trustee?

Trustees are required to attend Board meetings. The Board has two short meetings per year (virtual), plus two strategic planning days (face to face). Communications also take place via email in between meetings.

The Board has two Sub-Committees – Audit and People and Performance. Board members will be expected to participate on one Sub-Committee.

Board members are also asked to represent the EAUC as required. Trustees act as ambassadors for the EAUC. A role description for trustees is attached as an appendix.

How long do I have to be a Trustee for?

Each elected Trustee shall hold office until the expiry of the fifth AGM after the AGM at which he or she is appointed. A retiring elected Trustee will not be eligible for re-appointment until the AGM after the AGM at which his or her term of office ends.

If Trustees leave their organisation and no longer work for a university, college or learning and skills sector provider that is an EAUC Member they may have to vacate their position.

How does the Board decide what skills are required?

The People and Performance Sub-Committee review the existing skills from the Trustees, taking into account those skills that are leaving and any gaps that are felt required to ensure the continued governance of the organisation. The People and Performance Sub-Committee then put forward their recommendations to the Board who approve the skills to recruit.

What happens if Members do not agree with the Board's recommendations?

The Board can only make recommendations to Members at the AGM on who they feel are best placed to be appointed. The recommendation is based on the skills audit and who they feel would be of most benefit to the organisation. Members can choose to accept the Board's recommendation or they can vote on any of the applications. Those who have the majority vote will be appointed.

Will Members see all the applications before the AGM?

Yes, Members will see all of the nomination applications received unless there is a legal or constitutional reason why they cannot be considered for nomination.

Who currently sits on the Board?

You can view the current Board at www.eauc.org.uk/our_executive_committee. We currently have 8 elected Trustees, 2 Branch Convenors and the CEO. The maximum number of elected Trustees is 9. The Board has the power to appoint a Trustee in between AGM's.

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Any Trustee's that are appointed in this way are only appointed until the AGM following their co-option. Roger Bond will be retiring from the Board at the AGM on 30 March 2017 and Kenneth Amaeshi resigned from the Board on 31 January 2017, thereby providing 2 vacancies which is why we are seeking 2 trustees. The new positions will be activated if voted by Members at the AGM on 30 March 2017.

Why a Trustee and a Director?

We are registered as a charity and all Trustees are registered with the Charity Commission. We are also a registered company and all Trustees are registered as Directors of the company with Companies House.

I need further information

If you would like more information or would like to talk to us before submitting your nomination please email Janet Haddock-Fraser, Chair of the Board, at j.haddock-fraser@mmu.ac.uk or Iain Patton, CEO, ipatton@eauc.org, 01242 714321.

- You can view our constitution, previous Board papers and Annual Reports at www.eauc.org.uk/eauc_governance.
- You can learn more about the history of the EAUC at www.eauc.org.uk/about_us.
- You can learn more about the role of a Trustee at www.charity-commission.gov.uk/Publications/cc3.aspx.

Appendix 1

Role Description for Trustee

The statutory duties of a Trustee

- To ensure that the EAUC complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the EAUC pursues its objectives as defined in its governing document and through the Strategic Plan
- To ensure the EAUC uses its resources exclusively in pursuance of its objectives: the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of Trustees' role in giving firm strategic direction to the EAUC, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the EAUC
- To ensure the effective and efficient administration of the EAUC
- To ensure the financial stability of the EAUC
- To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive Officer and monitor his/her performance
- To ensure a mechanism is in place to review and assess the effectiveness of EAUC governance

Other duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve:

- Scrutinising board papers

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- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Taking advice from EAUC's Member Advisory Council (MAC)
- Other issues in which the Trustee has special expertise

Trustees retire at the fifth AGM after their appointment. The role is unpaid. Reasonable travel expenses will be met according to the EAUC Travel Policy.

Commitment of Board Members

Person Specification for an EAUC Trustee

Essentials

- Commitment to the EAUC and its Mission, Vision and Values
- Understanding of the legal duties, responsibilities and liabilities of Trusteeship
- Willingness to put time and effort into the Trustee role
- Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Personal qualities

- Sound independent judgement
- Impartiality, fairness and confidentiality
- Willingness to speak his or her mind
- Tact and diplomacy
- Respect for others
- Desire to learn new skills

Specific abilities

- Strategic vision
- Creative thinking
- Effective team member
- Excellent communication and interpersonal skills

Experience

- Interest in sustainability issues such as climate change, education for sustainability or social responsibility

END

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