



## National Operational Committee Meeting Minutes

Thursday 10<sup>th</sup> December 2020 at 13:00 via Zoom

### Present

Andy McCombe	East Midlands	Acting NOC Chair
Darren Nugent	Yorkshire & Humber	Minutes
William Read	West Midlands	
Andy Swapp	North West	
Roy Chape	Welsh	
Ian Cameron	South West	
Jacqui Semple	Board Representative	EPS Chair
Dawn Shaeffer	Taynuilt Media	

### 1. Welcome, Introductions

Andy McCombe welcomed everyone to the meeting. See above.

### 2. Previous meetings - minutes dated 23 Sep 20 – Andy McCombe

No specific actions from last NOC meeting.

Minutes agreed.

### 3. Board Update – Jacqui Semple

The EPS Board held a meeting with the London Branch regarding the position of the London Committee - four members joined from the branch. Engagement continues and issues from both sides being progressed by the EPS Board.

No progress with EPS President vacancy.

Comms – working with DS has been really positive, the huddles have been well attended and weekly email updates have been successful.

Website – four tenders have come in. Stephen Arundell is heading a website group to look into tenders which are all comprehensive.

We are light with Directors – we need to look at Director recruitment which needs to move forward, we have some vacancies - need to look at events side, and the branches. Recruitment to progress in January.

Framework and professional practice progress is taking place, we are setting up a focus group to start in the new year, linked with the learning pathway.

Special mention was made of Jeannie Barr who has been working “almost two full time jobs for us”. We would not be as far forward without her – the professional framework, the work round the huddles, the webinars and the University of London engagement has been driven by Jeannie and JS wished to record her thanks to Jeannie.



Induction members – Stephen Arundell leading, induction session being held next week.

Events have been held virtually, though it doesn't replace the advantages of networking physically, remote events with technology will be the way forward because of the time-saving.

Future Structures – lots of good feedback and lots of good ideas about the branches and networking. There will be a small focus group looking at that in the first instance and that will come out to the wider NOC.

Branch and PWG engagement – we want to make sure we remain connected to every branch and members, and that we are accessible. It is important to make members realise it is their EPS.

Conduct Group meeting this afternoon.

Awards – we haven't recognised achievement since 2016 we are looking to move this forward and see if we can get corporate sponsorship for that.

The next EPS Board meeting will be on 17 December.

Finance – costs have been reduced due to COVID travel restrictions, *Resilience* now online and EPS membership has increased.

#### **4. EPS Structure Review Update – Andy McCombe**

Active branches this year: Welsh, South West, West Mids, North West, Yorkshire & the Humber, East Midlands, hit and miss with Scotland, we have lost London's committee. Reality is we have 50% active branches, which means in effect the other branches don't exist. We may have to have a mix of branches and regions so as not to lose groups that are productive.

JS: There needs to be governance with AGM's but with less bureaucracy, and with benefits for the members.

WR: There has been inactive branches since I joined in the 90s. It is an ongoing problem.

#### **5. Branch Reports – those present**

East Midlands – AM: I've been branch chair for 10 years, I am seeking a new chair to take over the branch, if not I will have to hold a branch AGM to close down the branch committee next year. Memberships remains steady.

North West – AS: It has been very quiet, members have been very, very busy. Members have found the huddles really useful and engaged with that. We have seen a small increase in terms of membership, we supporting some potential new members that want to join as a Member. Linking in with University of Salford.

South West – IC: I have quite an active branch, we have been working on a mentoring scheme, linking in with Jeannie on the national mentoring team. We did a



review of working under COVID, and we have realised that organisations have put groups together to tackle some of the issues and these groups are “reinventing the wheel” of basic principles. We are looking at training on the basics of emergency planning.

Virtual Exercises: we are looking to run online exercises as a study day.

We are planning events for next year inc. Exeter University “Rain” Room and the RNLI in Poole in Dorset. Include members from the South Branch and London.

General comment on the structures project, members feel that communities of interest are covered well by PWG and outside the society. They like the branch structure because it provides a ready-made “family”.

Welsh Branch – RC: Been really quiet, we are quite far apart geographically. Looking to hold the AGM next Summer and use that as a stepping stone for future events.

West Midlands – WR: We haven’t done anything since COVID arrived. I am sure we will continue as we were from before COVID when the vaccines have been completed. I have been very busy with direct entry to the society and with membership upgrades from HQ. There has been quite a lot coming through for both.

Yorkshire & the Humber – DN: We have gained new members, I send a personal email to each new member welcoming them to the branch and outlining who we are and describing some of our activities. Our branch is working with Jeannie to pilot the new framework and the new membership upgrade process. I have interest from the branch members to us running a virtual event in which members will talk about their COVID experiences which we are aiming to run in the new year.

## 6. MEDIA and Communications

DS: Much was covered by JS earlier.

Weekly Huddles and Weekly Emails: Engagement going well, an average of 30/40% engagement.

CRJ – we have a monthly blog that we can content for. Any ideas please forward to me.

2021 – branding is key and a focus group is being set up to look at rebranding and link in with the website development; we are looking at ideas such as “refer a friend” for existing members to encourage colleagues to join; awards – looking for the best platform to run that; website is a big priority; income generation (inc. sponsorship).

A call for any ideas around marketing and comms - please forward.

## 7. Any Other Business

AM: International event looking at drones and automation, hopefully next year and under EPS banner, inc. academics, companies, automated equipment. EPS to have a stand.

Date of the next meeting: TBC in 2021 after the Future Structures meeting outcome.