



National Operational Committee Meeting Minutes

Friday 3rd December 2021 at 13:00 via Zoom

Present

Andy McCombe	East Midlands / Dep Chair NOC
Darren Nugent	Yorkshire and the Humber Branch
William Read	West Midlands Branch
David Bright	Scottish Branch
Richard Highgate	South Eastern Branch
Ian Cameron	South Western Branch
Andy Swapp	North Western Branch
Roy Chape	Welsh Branch
Peter Cheesman	Human Aspects PWG
Shelly Evans	Flooding PWG
Amanda Coleman	Communications PWG

In attendance

Stephen Arundel	Director for Governance
Jeannie Barr	Director for Professional Standards & Learning & Vice Chair
Steve Gallagher	PWG Chair
Eran Bauer	Finance Director

Apologies

Tom Crellin

1. Welcome, Opening Remarks, Introductions & Apologies

- a. AMc opened meeting, requested introductions from those attending and reported any apologies received.

2. Actions from previous minutes dated 26 October 21 – AMc

- a. Reviewed and agreed

3. Chair for NOC - Andy McCombe

- a. AMc has reviewed the handbook and by-Laws in relation to the chairing of NOC. Following discussion of the group it was unanimously agreed that Andy will take on the role as Chair of the NOC until the next Society AGM.
- b. The by-laws will be reviewed by the board in conjunction with NOC to ensure they reflect any necessary changes to chairing and membership of the NOC as part of the annual review prior to the AGM in September 2022.

4. Board Update incl Winter Event –

- a. Andy Mc welcomed members of the board and requested a board update.
- b. JB advised the group that due to unforeseen circumstances some directors had had to resign from the board which had resulted in a reshuffle of roles.



EB will undertake the role of Director of Finance until April 2022. JB will take on the role of Vice Chair until 1st April 2022 and acting Chair until such time as the current chair returns. The board will therefore be recruiting for new board members in the first quarter of 2022.

- c. The board will hold a strategic day in January to review the strategies and identify priorities. The NOC chair will participate in this discussion. Outcomes from this day will be shared with NOC & PWG's.

A programme of engagement and consultation will be arranged with members to contribute via focus groups, surveys, and by other means. Branch chairs and PWG's are also requested to provide opportunities for gathering comment/feedback from members and to encourage members to participate and contribute.

Looking for a facilitator for the strategic day. It was suggested WR to be approached as a potential facilitator.

Action- WR agreed to be the facilitator. All feedback on outcomes, participate in focus groups encourage members to contribute, provide opportunities for members to contribute.

- d. Mentoring – Over the last 12 months requests for mentors/buddies have increased which has highlighted a need for more. Anyone interested in becoming a mentor or a buddy please contact NHQ. The EPS mentoring policy materials and guidance have been updated and provided to all members as part of the AGM papers. Training is also available for those interested.

All – Promote mentoring opportunities and mentoring roles to members.

- e. Events – EPS Webinars/virtual events have been well attended and feedback received positive. These will continue in 2022. Awards and Christmas Quiz will be held on 8th Dec. The organising committee will review nominations and decide the winners. All PWG's and Branches are encouraged to nominate members. The categories for the awards were included in the members update.

Action PWG's and Branches to Nominate members for awards.

- f. Annual conference, awards and AGM will be in September, and it is hoped this will be a live event.
- g. 30 Year anniversary – initial discussions have commenced and a group will be convened to plan the celebrations early 2022. Anyone interested in being involved please contact info@the-eps.org

Action – Note content names to NHQ

- h. Learning & Development - Work continues with regard to the update of the CCF, learning pathway and CPD. Work is also ongoing with regard to the development of level 4/5 accredited qualifications. As part of the process a qualification advisory group will be convened, which will include members anyone interested contact NHQ.



Action – All names to NHQ

Apprenticeships – Funding has been successfully granted from the LRF Innovation Fund. A trailblazer group lead by Emma-Jane Beattie have been working on the occupational proposal which will be presented to the Institute for Apprenticeships and Technical Education in January 22.

- i. Website- The landing page of the website is to be developed to include an introduction to the society, our mission vision aspirations etc, code of professional conduct and achievements. This will ensure visitors to the website will be able to have a clear picture of who we are, what we provide, and who our members are. Web pages will also be developed with links to all the consultation reports that the society have contributed to. Links to the recordings and reports from the society webinars will also be provided as part of a learning resource. Further developments will be made on the website as part of the new contract. Additional consultation will be undertaken with members via the focus groups and a group convened to manage and support the development of the website.

- j. Recruitment and retention. Recruitment and information leaflet is currently being updated.

Action leaflet to be updated JB, DS update.

- k. Induction evenings for new members continue to be delivered nationally and SA advised the group that dates are now available for the 1st and second quarters of 2022. These dates will be provided to NOC and it is hoped Chairs will be available to carry out a welcome and introduction to their branches and PWG's.

Action SB to provide dates for induction evening and invites to chairs. Chairs to note dates and attend if possible.

- l. Passport to be developed for new recruits with a list of specific tasks they require to undertake as part of the induction process for becoming a member.

Action – Passport to be developed JB, DS, NOC

- m. Comms & Marketing. Requests continue to be received for media interviews, articles, blogs, adverts. Anyone interested in contributing to any of these publications or speaking at events etc please contact media@the-eps.org.

Action Note content

- n. Members' update reduced to one a month. Welcome and introduction videos will be developed for the website to include the board, NOC and Fellows.

Action – All

- o. Resilience magazine - New edition of the resilience magazine is now available on the website and links will be sent out to all members. Designated sections within the magazine are available for branches, PWG's and students to publish articles, interviews etc.



Action – All provide articles/updates/interviews for Resilience magazine
media@the-eps.org

- p. Branches and PWG's are requested to provide updates/progress report prior to board meetings. Format in handbook, NOC chair will coordinate.

Action – NHQ provide dates of board meetings to NOC. All provide reports as noted

- q. Discussion on possible restructuring of the society will form part of the strategic day in January with potential models to be considered. These will be shared with branches, PWG's and members as part of the outcomes report noted in point c above.
- r. New PWG to be formed for Comms and Media

Action – note content.

5. Grievance process – AMc

- a. AMc had been approached by a member who was dissatisfied with the response received from the Board regarding a complaint.
- b. JB stated to ensure complaints are dealt with equitably, impartially, confidentially and fairly, it is important that there is a consistent recognised process and procedure. The complaints procedure is set out in the Code of Professional Conduct within Section 2 and Section 3 and includes the requirement for all complaints to be submitted via Form A.
- c. All these documents were shared with NOC for comment prior to publication on the website in April 2020. There were also shared with members prior to the AGM in September 2020 and are available to view on the website.
- d. SA stated that as the Code of Professional Conduct is part of the governance for the EPS and members are expected to commit to upholding and maintaining the standards and behaviours outlined within the Code of Professional Conduct as part of retaining their membership regardless of the level of membership. The complaints procedure is available to all members. The member making the complaint has been provided with copies of the complaints forms along with the procedures but has so far declined to submit a complaint.
- e. The group discussed further, and it was unanimously agreed that the member should be instructed to make his complaint via the agreed process via the appropriate channels and that the role of NOC was not to provide an avenue for members to supersede/overlook the governance of the society.

Action: AMc to contact member and instruct them to use Form A for their complaint and provide them with a copy of the appropriate documents and blank form.



6. Branch updates – all

East Midlands – AMc

- a. UAV and Robotics International will be going live early next year, EPS members will have access to the event in September.
- b. FloodEx22 – as chair of the Trent Catchment Flood Group for the EPS, AMc is running a major flooding exercise in September 2022 supported by 7 virtual workshops that will be available to EPS members. AMc to invite a Flood and Comms PWG member onto the FloodEx22 planning group.

North Western – AS

Executive Meeting held on 4th November, survey was discussed and will be holding a get together 6th December if a Director is available to attend they would be welcomed.

South Western- IC

- c. Study day on 10th January note will be sent out.

West Midlands – WR

- d. William will be standing down as Branch Chair at their AGM in January so this will be his last NOC meeting. AMc thanked William for all his impressive support and work over the years.

South Eastern – RH

- e. No urgent business.

Scottish -DB

- f. No urgent business.

Welsh – RC

- g. No urgent business.

Yorkshire & The Humber – DN

- i. No urgent business.

7. PWG updates - those present

Flood - SE

- a. The flood PWG was keen to support the flood exercise next year.

8. Meeting frequency - Andy McCombe (TFOTM)



It was agreed that NOC will hold a monthly meeting, the third Friday of each month, at 1pm. AMc will share 2022 dates.

9. Actions

- a. Word Doc branch handbook- comments please to AMc
- b. PDF NOC Minutes for 2021 will be shared via Google Docs until the website is able to hold these
- c. Andy Chair NOC TFN
- d. 30year Events – begin thinking
- e. Facilitator for Face to Face in January – WR has agreed to cover this
- f. Write to member re complaint
- g. Comms & Flooding group start up
- h. NOC to be added to the circulation list for the new members inductions

10. Any Other Business

- a. SA has been running new members inductions each month, new members are invited to attend and given insight and information regarding the EPS. If any member of NOC would like to be included as a facilitator for these events or to take part, please email Sue and she will pass on details. NOC to be included in invites to these evening events.
- b. New recruitment process will include a “passport” to include signposted events that new members should attain.

11. Next Meeting - 21 Jan 22 at 1pm via Zoom