

The logo for HESPA, consisting of the letters 'HESPA' in a bold, white, sans-serif font, each letter contained within a white rectangular box. The boxes are arranged in a single row and are separated by thin white lines.

HESPA

HIGHER EDUCATION STRATEGIC PLANNERS ASSOCIATION

A collection of light blue geometric shapes, including triangles and lines, scattered in the upper left corner of the page.

HESPA EXECUTIVE, COMMITTEES
& REPRESENTATIVES:

A large, light blue graphic of a human head profile in silhouette, facing left. Inside the head, there is a network diagram consisting of several interconnected circles of varying sizes, representing a brain or cognitive process.

A GUIDE TO SUPPORTING & PROMOTING HESPA

WWW.HESPA.AC.UK

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1. ABOUT HESPA AND PHES

HESPA operates as a Special Interest Organisation (SIO) of the company, Professional HE Services (PHES). The PHES office is based at the University of Loughborough and includes a number of other SIOs, including those below. Despite head office being in Loughborough, many of the staff working for these associations are home based at various locations across the UK.

- Association of University Directors of Estates (AUDE)
- Association of University Legal Practitioners (AULP)
- British Universities Finance Directors Group (BUFDG)
- Council of Higher Education Internal Auditors (CHEIA)
- Higher Education Strategic Planners Association (HESPA)
- University Human Resources (UHR)

HESPA has a small staff team, including an Executive Director (1.0 FTE) and a Projects and Engagement Officer (0.6 FTE). Two PHES Membership Officers also provide a shared service to all SIOs and HESPA is currently contracted for one day per week of their combined time. PHES also provides shared internal services, such as HR, finance, payroll and IT.

The Executive, committees and other working groups of HESPA are made up of volunteers and staff members. This guide is to support those volunteers. It also applies to those representing HESPA on an external committee or at an external event. For ease of reading, “committees” or “committee members” is used to include all of these when used in this document.

2. OPPORTUNITIES

Joining a HESPA committee or group is a voluntary role and we wish to thank volunteers for their support - we are very grateful for everything they do.

Committee membership brings with it some fantastic opportunities for individuals to extend their networks, skills and experience and to enhance their personal professional profile.

It also comes with a responsibility to contribute to the association - and in doing so, the sector - and this handbook is designed to make clear HESPA's expectations about committee members' level of involvement and code of conduct.



3. COMMITTEES AND GROUPS

The association operates with the following Committees:

HESPA Executive Committee

16 members including Chair, Deputy Chair and Treasurer

Comprised of a balanced representation of skills, experience and institutions from across the sector.

HESPA Development Committee

8 members

Comprised of a balanced representation of skills, experience and institutions from across the sector.

Higher Education Data Insight Group

22 members

Comprised of 12 colleagues from gold member institutions across the sector and a number of other individuals from a range of stakeholder organisations including:

- Department for Education (DfE)
- Higher Education Funding Council for Wales (HEFCW)
- Higher Education Statistics Agency (HESA)
- Jisc
- Office for Students (OfS)
- Scottish Funding Council (SFC)
- Universities and Colleges Admissions Service (UCAS)
- UK Research and Innovation (UKRI)

HESPA Policy Steering Group

8 members

Comprised of a balanced representation of institutions and colleagues with roles not limited to planning.

There are also a range of Special Interest Groups within HESPA and external committees and events at which HESPA is represented.

4. JOINING A COMMITTEE

4.1 Recruitment and election

Committee vacancies are advertised when spaces become available, usually in the event of a person standing down or coming to the end of their term. HESPA promotes an open, fair and transparent process for the recruitment and election of its committee members.

The association encourages equality, diversity and inclusion and may on some occasions seek applications specifically from underrepresented groups.

4.2 Induction

An informal induction will be carried out when new members join committees. This involves meeting with the Chair of the committee and the Executive Director and may also include matching the new member with a 'buddy' who is another member of the same committee. This buddy relationship will last up to 12 months and involve informal, irregular meetings or written communications, when required, to enable a platform for the sharing of questions and information.

4.3 Standing down

When a member wishes to stand down from a group or committee, they should send an email to that effect to the Executive Director who will deal with it accordingly. Members should not feel awkward about wishing to stand down. Service for HESPA is appreciated, regardless of timespan.

4.4 Staying on

It should also be well understood that committee spaces should not be taken or maintained unwillingly, or with little engagement, as this blocks access to other more willing and engaged participants. If in doubt, please speak to the Committee Chair or Executive Director.

5. COMMITMENT, CODE OF ETHICS AND PROFESSIONAL CONDUCT

5.1 Meetings

Attendance at committee meetings is expected on a usual basis, however we do accept that apologies must sometimes be made. If a member sends apologies for three or more meetings in a row, they may be asked to re-confirm their commitment to the committee and a review may be initiated.

5.2 Annual Conference

Executive and Development Committee members are required to attend the HESPA annual conference. Only in extenuating circumstances should apologies for sent for this event.

5.3 Activity

Reasonable judgement should be exercised regarding the contribution made by committee members to the overall work of HESPA. Attendance at internal meetings alone is not considered active participation in supporting HESPA, however for members of several groups, this is more acceptable. It is the shared responsibility of HESPA staff and Executive members to decide how committee members should support and new ideas about this are always welcomed.

5.4 Conflicts of interests

Upon appointment, each Executive and Development Committee member will make a full written disclosure of interests, such as relationships, posts held and planned activities that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.

Members of other committees, though not required to complete a full disclosure of interests, should be conscious of the potential for conflicts of interest and notify the Executive Director for advice should any such potential cases arise.

Examples of conflicts of interest:

- Running training or events in a personal capacity which are in direct competition with HESPA's own activities.
- Using the intellectual property of HESPA or its members for one's own personal gain without proper approval or acknowledgement.

Involvement with organisations or workstreams that could be deemed to be competing with HESPA should be carefully considered and declared to the Executive Director who may seek further guidance from members of the Executive.

5.5 Representation

Positions taken and comments made whilst being a member of the HESPA Executive committee will reflect on the association, its members and the HE sector. Members should exercise caution over comments which may draw negative attention towards the association and its members and should instead maintain an honest, but constructive approach which fosters a positive culture for the association, wider members and the sector overall.

5.6 Behaviour

HESPA encourages trust, responsibility, accountability, mutual respect, open communication and embraces the dignity and diversity of individuals. Committee members are expected to behave professionally at all times, including being respectful of colleagues and external stakeholders.

5.7 Acceptable use of information and communications systems

Committee members should adhere to confidentiality rules in meetings and other forms of written, spoken and digital communication. HESPA encourages the productive use of and ethical conduct on social media. As ambassadors for the association, committee members should act and use information and systems accordingly.

5.8 Using HESPA's brand

The use of one's association with HESPA is welcomed to raise the profile of both parties, however it should be considered carefully to ensure appropriateness at all times. Sensibility should be exercised over this in terms of any potential risks to HESPA's reputation if negative associations could be made.

5.9 External activities and events

If you are a member of a HESPA group or committee and are speaking at an external event, please refer to 'Representation' above and also, if appropriate, please use the opportunity to promote HESPA and its activities and members more widely to support promotion and professionalisation of strategy and planning work in the sector.

6. MONITORING AND REVIEW

A Board Effectiveness Review is carried out annually for both the Executive and Development Committees. This is an anonymous survey in which members are asked to comment on their committee's make-up, management and wider activities.

The Executive Director will monitor and review individual members' lengths of terms of office according to the association's official guidance. A review for each member is carried out between each term.

Meeting attendance and general engagement levels of committee members are also monitored by the Executive Director and - if necessary - issues would be raised to the Chair.



7. ACCOUNTABILITY AND RAISING CONCERNS



Committee members are primarily accountable to the Chair of their committee. If necessary, Chairs will work with their deputies and the Executive Director to make suggestions or resolve issues before escalating it to the Executive Chair.

In the event that a committee member wishes to raise a concern to somebody outside of the committee or staff structure, this should be directed to the PHES Managing Director.

CONTACT US

HESPA is always keen to hear from members who would like to engage more. Please get in touch and we will be pleased to look at opportunities for committees, groups and further representation.

Details of the Executive Committee membership can be found on the website: hespa.ac.uk/about/hespa-executive

Office and general contact details below:

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