

POLITICAL STUDIES ASSOCIATION
of the United Kingdom

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE OF THE POLITICAL
STUDIES ASSOCIATION HELD AT THE INSTITUTE FOR GOVERNMENT, LONDON,
30th JANUARY, 2015**

Present

Matthew Flinders (MF), John Benyon (JB), Rosie Campbell (RC), Terrell Carver (TC), Alistair Clark (AC), Rose Gann (RG), Matt Goodwin (MG), Cathy Gormley-Heenan (CG-H), Richard Hayton (RH), Will Jennings (WJ), Andrew Massey (AM), Rainbow Murray (RM), Alison Statham (AS)

In attendance

Helena Djurkovic (HD), Danielle Bailey (DB), Andrew Hindmoor (AH), James Ludley (JL), Sandra McDonagh (SM), Rebecca Partos (RP), Jamie Ralph (JR),

Apologies

Paul Carmichael (PC), Neil Collins (NC), Cathy Gormley-Heenan (CG-H), Heather Savigny (HS)

1. Welcome to Alison Statham and Rebecca Partos

1.1 MF welcomed AS and RP.

2. Minutes of the Meeting Held on 24th October 2014

2.1 The minutes were approved.

3. Matters Arising

- 3.1 MF reported that he had met with new Chair of BISA, Nicola Phillips (NP). NP has spoken about the PSA to the BISA EC and discussed closer working relations and the possibility of a joint conference in 2017. MF planned to meet with NP the following week to discuss this in more detail. There has been a positive reaction from BISA according to MF. MF said he was happy to reach out to other societies about how we can form more effective links.
- 3.2 MF said he would like to see practitioner members on the EC and sub-committees. There is a need to add an element of diversity within the EC according to him. MF suggested that people could join sub-committees without a being a trustee or member of the PSA. WJ is to talk to sub-committee Chairs about how we can pull in non-academic members for the sub-committees.
- 3.3 MF spoke about our relationship with the Academy of Social Sciences (AcSS). MF explained that there are 46 learned societies within AcSS and that the PSA currently provides a small amount of resources to AcSS. MF suggested that we can either play leading role within AcSS or get out completely. MF suggested rebuilding a diplomatic relationship with them but encouraging them to improve their standard of operations. MF met with James Wilsden (JW), Chair of the Campaign for Social Science. JW explained that they have twice tried to find a new Chair but failed. MF is meeting with Cary Cooper (CC) and the rest of the board on 24 February. MF said he will offer PSA support but that it must be a clear and explicit way of us feeding in and having a role within the AcSS. MF will report back at the next Mid-Exec after this meeting. It was noted that PC is now on their internal board so hopefully that can help build bridges.
- 3.4 RH asked about what our long term game plan with BISA is. MF said that it is not in the PSA's interest to draw members from BISA or take over any of their roles. MF explained that the PSA should do more with international relations and international studies but the difference is BISA area of focus is broad and eclectic and works largely

outside the sphere of politics. MF suggested that we need to be far more international. MF said that he would like an upturn in membership but that did not entail moving into other's territory. RG suggested breaking down the wall between PSA and BISA by a sharing of information. TC said a co-conference should really be taken up for 2017. MF stressed that the PSA has to be more astute when working with other organisations and revealed that BISA had 900 participants at their last conference compared to the PSA's 550 participants at their 2014 annual conference. JB noted that we had worked with BISA in the past.

3.5 MF reminded the committee that the next Mid-Exec meeting was on 23 February and that everybody could come but attendance was not compulsory.

4. Chair's Report-

4.1 MF gave a recap on his first 6 months as Chair and said that we were doing well as a team. He noted that lots of people have offered to get involved with the PSA and many people have praised the change that is occurring. MF claimed that by building on the firm foundations of the past, he wants the PSA to be a leading learned society. MF noted that people are very busy and that the General Election provides an opportunity to move forward.

4.2 MF thanked the Finance and Publications Sub-Committee, in particular AM and HD for their work on the journal tender process, as a huge amount of work is involved. MF explained that the PSA now has 2 publishers who are moving forward to second round interviews. The working group will report back to the EC with their recommendations for the choice of new publisher. JB said this is most important decision by the PSA for years and that we must respect the confidentiality of the bidders. HD said that all of the bids matched the income received from Wiley over the last 5 years. TC noted that we have taken a lot of testimonials and recommendations from other societies and agencies. JB said that consultant hired has been valuable. MF noted that the PSA needs to get smarter on blending – relying on one income stream is not advisable. MF said that when this contract is completed, we may have some more opportunity and capacity to use resources. MF thanked the consultant, Jon Conibear (JC). JB said the financial offers from the publishers vary quite significantly. AM claimed that our new choice will be fundamental and that ultimately they will be far more of a partner and integral to our business.

4.3 MF explained that Total Exposure is a new project for the PSA. MF said that it is not a competition but rather a project which builds on media and broadcasting contacts. MF explained it as a national event where academics pitch their ideas for a television or radio show to a host of broadcasting experts. There are no prizes or guarantees to commission. MF stressed that it is about skills development and why the study of politics matters. MF said that it will be launched at our annual conference in Sheffield and that the event will be held in January 2016. MF said that the ESRC are interested in supporting the initiative. MF explained that the PSA would lead on it in the first instance and see how it goes after the first year. RM claimed it was an excellent initiative and praised MF for his initiative but said that she had one reservation - namely that there seemed to be no outcome at the end. MF explained that there was no guarantee that any ideas will be taken on but that it would be a valuable learning process for those taking part. MG suggested that we should put all pitches on the internet as commissioning board may not pick up any of them at the time but other media outlets might afterwards.

4.4 MF said that HoDs conference was a positive occasion and had a great turnout. As a consequence of the event, MF has been invited to speak at departments about what the PSA are doing. MF suggested the PSA approach Heads of Departments earlier in the year about what they want to see on the conference programme.

- 4.5 MF reported the Specialist Group conference in December was a very successful event and again had a great turnout. MF said CG-H did a great job organising the event alongside JL.
- 4.6 MF, RC and HD had a meeting on 29 January with EPOP to discuss the EPOP journal and ways in which the two organisations could work more closely. MF said it was a positive event. RC said she would produce a memorandum of understanding to make clear that the PSA will not interfere with the editorial management of the journal or the specialist group's reserves. That memorandum will be brought to a future EC meeting. HD said that Phil Cowley noted that the PSA had a stronger name within Westminster circles than EPOP. **Action: RC**
- 4.6 MF claimed that REF 2014 was a good outcome for politics. MF thanked the REF panel for their hard work on the discipline. MF reported that there has only been positive things said about the REF outcome and that our position now is much better than last after the last REF. MF would like the PSA to write a small analysis report on the issues raised in the Main Panel C comments on Politics and IR in time for the joint PSA/BISA REF event on 9 March being organized by WJ and DB. **ACTION: WJ**
- 4.7 The PSA will hold one academic lecture and one public lecture a year. MF said Steve Richards has been asked to do public lecture for this year. Ash Amin said he was unable to give the academic lecture, hence Baroness Afshar has now been approached. MF said he had not found a way yet to get members to suggest speakers for the lectures. RM suggested having a nomination form in conference that people can drop into a box.
- 4.8 MF reported that to date the PSA did not have any broad statement about its approach to employing people and the values and rules about how pay is set. He has produced a document on pay and remuneration that proposes a number of principles determining pay, including a remuneration ratio between the lowest and highest paid members of staff. He suggested this should be set at 1:3. MF went on to explain that an independent member should be involved in reviewing and assessing the pay of the CEO. He recommended bringing on board a highly experienced remuneration expert, Gillian Stamp (GS). The paper was approved.

5. CEO's Report

- 5.1 HD reported that the prospective intern Nicolas Wattelle (NR) has secured funding to work with the PSA for three months and will start with in the PSA office on 2nd March.
- 5.2 HD reported that JR's computer cannot cope with the level of video editing that we require. Rob Riley (RR) has recommended buying a Macbook and a server for the office. It was agreed that the Communications and Engagement sub-committee will pay for the Macbook and the remaining expenditure will come out of the National Office budget.
- 5.3 HD reported that Demos approached the PSA for help funding an app aimed at young voters. The PSA agreed to help fund the initiative to the tune of £2,500 in return for co-branding and access to data generated by use of the app. James Sloan (JS) is leading on this. The money will come from Research and Impact committee.
- 5.4 HD explained that the risk register is a good way of identifying the major risks to the wellbeing of the association. MF and HD have adjusted the register meaning some risks levels have gone up and other down. Risk associated with a reduction in funding has been replaced with the REF process. The risk level regarding Open Access has gone down. AM suggested that another risk is that early career researchers do not understand HEFCE and RCUK's OA requirements and that the PSA could be doing more to explain it. WJ said he and HD would produce an information bulletin for members on OA. HD said that HEFCE wrote to VCs requesting the right to publish impact case studies under CCBY licenses. The PSA wrote to all VCs urging them not

to give their approval. It is gratifying to see that the Russell Group VCs refused to give their permission.

- 5.5 HD said that maintain the quality and reputation of our journals was of major importance to the Association. The journal tender process suggested the need for more central coordination of publishing activities and a more pro-active relationship with the publishers. She suggested a person should be hired centrally to take on this role.
- 5.6 HD reported that the risk of the IT infrastructure failing was a reduced risk. The risk level of legal claims has also been reduced.

6. Report of the Treasurer and Finance Committee

- 6.1 JB said Linda Bradshaw (LB), who has been acting as bookkeeper, is very good and the new financial operations are working well. He intends to meet with LB and HD once a month.
- 6.2 JB explained that Wiley Blackwell produces a monthly income report. It appears that the report has contained errors and past reports have overestimated journal income and Wiley are now saying it will be significantly behind budget. Nonetheless JB anticipated that despite a shortfall in journal income, overall income for 2014 would come in on budget.
- 6.3 JB reported that the Guaranteed Minimum Income being offered by the publishers bidding for the PSA contract needed careful attention.
- 6.4 JB reported that expenditure in 2014 was likely to come in under budget.
- 6.5 JB said he estimated a surplus of £23,000 for 2014, though the figure could be as high as £50,000.
- 6.6 JB said he expected accumulated reserves to rise to about £1.3m. Currently £500,000 is in a Virgin Money account, £700,000 in Bank of Scotland deposit accounts and the remainder in the current account.
- 6.7 JB said that once the issue of the new publishing contract had been resolved, HD would turn her attention to consideration of how to manage the reserves. **Action: HD**
- 6.8 JB explained that he had amended the budget in accordance with RG's request for changes to the budget lines under the Education and Skills Sub-committee and small increase in budgeted expenditure. In accordance with JB's recommendation, this change was approved.
- 6.9 JB reported that he and HD were meeting with the auditors on the 5th of February for a pre-audit meeting and the audit itself will begin on the 23rd of February. The audit and Treasurer's report must be completed in time for the AGM.
- 6.10 MF thanked JB for his work and care in relation to finances and further thanked JB and HD for successfully managing the move of the financial operations to London.
- 6.11 RM asked if we could achieve a better interest rate if we accepted a longer notice period. JB said interest rates were now so low that this was not possible. He said HD has talked to other learned societies about investments and most were investing in equities and bonds but this carried greater risk. MF said in future we could ask 2 or 3 firms to give presentations on their suggestions regarding how the PSA invest its money.

7. PSA +

- 7.1 MF explained that a number of reforms had been discussed at the last EC meeting and he had been tasked to prepare more detailed papers. MF asked for approval to take these proposals to the AGM in Sheffield for approval by the membership.
- 7.2 The idea of an Annual Assembly was approved for tabling at the AGM.
- 7.3 MF explained that the Chair's university department should be reimbursed for time the Chair needs to undertake PSA work. He also proposed that the conference convenors' university department should also be reimbursed for time taken out on conference business. RC explained that payment would not be implemented until MF finishes his

term. JB said that the funds used to reimburse the conference convenors' department should come from annual conference budget. It was agreed that this proposal will be put to the AGM.

- 7.4 MF suggested term limits should be introduced. He proposed taking a number of options to take to the AGM. These were:

1. No term limits
2. EC trustee can serve for 3 terms (3 elected or 3 co-opted).
3. EC trustee can be elected for 2 terms (2 elected or 2 co-opted).

RG said that the options did not allow for the fact that some trustees serve on the EC on a mix of elected and co-opted terms. It was suggested that the third option be scrapped and the second option replaced with "Any trustee can serve for two 3-year elected terms and one 1-year co-opted term".

JB expressed opposition to the proposal and reserved his position to speak against term limits at the AGM.

A vote was taken and it was agreed to put the two options to the AGM.

- 7.5 MF explained that the Chair's Commissions will have their own chairs, be semi-independent and will be served by a secretariat provided by the PSA Office. They will deliver their final reports by the end of 2015. The *Reaching Out* Commission will be chaired by Dominic Byatt (Oxford University Press) and the *Adding Depth* Commission will be chaired by Ailsa Henderson (University of Edinburgh). MF said that the membership of the Chair's Commissions will be diverse. RC will be the link between the commissions and the EC and will report back at each meeting on how they are progressing.

8. Appointment of Returning Officers (RO)

- 8.1 MF suggested that PC should serve the role of RO unless there were any other volunteers. The call for nominations will go out in February. PC's appointment was approved.

9. Review of Draft Trustees Report.

- 9.1 MF asked the trustees to read through the draft Trustees Report for 2014 to make sure it is accurate. MF asked trustees to send any changes to HD. Everyone will receive an electronic copy of the amended draft.
- 9.2 MF asked approval of the report subject to minor revisions. Approval was granted.
- 9.3 RG noted an error in the list of trustees' responsibilities, noting RH was not on the Education & Skills Sub-Committee. **Action: HD**

10. Financial, Planning and Resources Officer [Paper]

- 10.1 MF reported that the PSA was planning to appoint a new member of staff in London to support HD on financial, planning and resources issues. He noted that the plan to make an appointment to replace Robert Pugsley had been approved some time ago but at the time HD had been asked to produce a full job specification.
- 10.2 HD explained that the current arrangement of employing a freelance book-keeper based in Leicester was not optimal. Furthermore the need for some in-house analytical skills had been identified and this necessitated a new hire.
- 10.3 HD suggested the PSA aim to hire a qualified accountant who was looking for flexible part-time hours due to childcare commitments. She thus proposed posting the position on a website for part-time jobs rather than the Guardian website as was traditional.
- 10.4 JB said he supported the proposal but noted that the new person would work with the Treasurer as well as the CEO.
- 10.6 Approval was given to advertising the job and AM and JB agreed to serve on the interview panel.

11. Conference Update

- 11.1 AH explained that he and Felicity Matthews (FM) are co-convenors of the Sheffield conference. AH thanked DB for her hard work and noted that the transition from Louise Bates (LB) to DB had been seamless transition. AH explained that plans were on track and he was confident on all fronts. He predicted that registrations would match or exceed the Manchester conference at least, given that 540 people had already registered. AH reported that the timetable was currently being constructed and would be released around late February. The plenary sessions with Randall Hansen, John Dryzek, Rob Ford and John Curtice were all confirmed and a session with David Blunkett on the last day of the conference would be opened up to local schools. The Annual Dinner would be held in Cutler's Hall with John Bercow confirmed as the after-dinner speaker is confirmed. The Sheffield Festival of Ideas would be offered 30-40 places at the plenary sessions.
- 11.2 AH reported that any current problems were minor. AH explained that the gender balance for the plenaries was not good, despite the convenors' best efforts.
- 11.3 AH said that the website was throwing up a bit of confusion. DB commented that these issues could be resolved by including a more comprehensive set of instructions on the website in future.
- 11.4 AH explained that the conference would be split between Sheffield City and Sheffield Town Hall. Stewarding will be arranged though the walk between the two buildings is 30 or 40 seconds. AH said that some rooms were excellent, though some were of a less impressive quality but had to be used to accommodate the number of panels.
- 11.5 AH said the convenors would ensure no other events took place during plenary sessions.
- 11.6 TC asked for details about the APSA roundtable, asked for a prominent individual to be appointed chair of the session and urged EC members to attend. He added that APSA's new Executive Director, Steven Rathgeb Smith (SRS), had expressed an interest in meeting with members of the EC. **Action: AH**
- 11.7 RM says regretting gender balance is not sufficient and an all-male line-up sends a bad message out for the profession. RM requested that the PSA must make sure that this does not happen again. MF will speak to HS and the Brighton and Strathclyde convenors' about ensuring female plenary speakers at the Brighton and Glasgow conferences. **Action: MF and HS**
- 11.8 AH suggested that the EC rather than the conference convenors take responsibility for choosing and inviting the plenary speakers. HD noted that one of the plenaries was organised by an external body and hence was out of our control.

12. Election Programme

- 12.1 See Report of Communications and Engagement sub-committee

13. Sub-Committee Reports

Education and Skills

- 13.1 RG said the sub-committee had met in mid-December. RG welcomed AS and RP who have joined the sub-committee. RG reported that the sub-committee had rewritten its aims and remit and reevaluated its budget.
- 13.2 RG noted the high level of activities that were taking place. There was an A-level reform event for teachers taking place after the EC meeting. 45 teachers were scheduled to attend to meet with representatives of the main exam boards. Leading on the issue of exam reform was proving to be a great opportunity for the PSA to raise its profile in schools.
- 13.3 RP said that she was very keen to increase the number of postgraduate members in the PSA and increase their involvement as a whole. RP said she needed to work out

- what graduate students wanted from the PSA and organise events accordingly. This might mean more workshops and talks with established academics and practitioners.
- 13.4 RP suggested that established academics could chair panels at the Postgraduate Network conference to give feedback to postgraduates on their presentations.
- 13.5 MF said he was keen to do more for the postgraduate community and thanked RP for getting involved.
- 13.6 RP said that the PGN conference venue was not yet booked but would be. MF said he was happy to attend the conference and chair a panel.
- 13.7 RH suggests holding an event on career opportunities for postgraduates in order to get the message out that postgraduates do not have to become academics after getting their doctorates. MF said he would love to talk to postgraduates about *The Politics of Rejection*.
- 13.8 RM said that she regretted the decision to separate the PGN conference from the main PSA conference. HD explained that the decoupling had taken place on the suggestion of postgraduates as they did not want to be seen as outsiders at main conference.
- 13.10 JL noted that PGN conference would normally take place before the PSA conference but due to the handover of the new committee in the New Year the conference would now take place in April.
- 13.11 RP said she will invite a woman to speak at the PGN drinks reception at the PSA conference to ensure gender balance. **Action: RP**
- 13.13 DB said more funding was needed for the Postgraduate Access Fund due to the large number of applications. It was agreed that the Education and Skills sub-committee would provide an additional £500 to the existing budget of £2,000. JB suggested the Access Fund should appear in the conference budget.
- 13.14 DB reported provisions for waiving conference fees for retired members have been implemented.

Research and Impact

- 14.1 WJ reported that TC had joined the Research & Impact sub-committee to ensure that internationalisation becomes part of the Research & Impact agenda.
- 14.2 WJ explained that he and TC had revised the terms of international grants and revised how grant recipients report on their experience. The committee also will promote these grants to PSA members. WJ said that the sub-committee would let members know that £500 is the standard size of grant but more can be awarded in exceptional circumstances. WJ added that at least two EC members would now consider any application. RG suggested the requirement to produce a report or blog imparting the lessons/findings arising from receiving the grant should be mentioned in the revised terms. WJ agreed to circulate the forms for comment. **Action: WJ**
- 14.3 WJ said that Andy Mycock (AMy) had submitted the report on the *Beyond the Youth Citizenship Commission*.
- 14.4 WJ reported that the PSA had joint-funded a St George's House consultation and the report was now available on the PSA website.
- 14.5 WJ explained that the sub-committee would shortly be issuing a call to members for Research Commissions in which members will be invited to propose research on agenda-setting issues. The sub-committee wants the PSA to engage in debates about key new areas of investigation in the discipline and influence ESRC and HEFCE research agendas. WJ agreed to circulate the call to trustees for feedback. **Action: WJ**
- 14.6 WJ explained that he and Chris Hanretty (CH) are currently working with JR on a survey asking members, journalists and pollsters for their election predictions. A SurveyMonkey subscription costing £29 a month has been bought and is now available to the PSA. WJ explained that the survey results will be released to media. He is already talking to the FT about publishing it. He said that he was hoping that the exercise can be repeated closer to the election if the first set of results generate interest.

- 14.7 WJ reported that the sub-committee was organising the PSA and BISA REF event on 9th March. He added that RM was looking at issues around REF handling of time taken out by academics for family reasons and will be sitting on a panel at the event
- 14.10 WJ reported that the Communications & Engagement sub-committee will make available £1000 to run survey questions through YouGov in the run up to the election. EPOP contribute £500 to the exercise and will ask members to propose survey questions that are not currently being asked by the pollsters but could generate a great deal of interest. The results will be reported in the PSA blog.
- 14.11 The EC approved the SG funding allocations outlined within CG-H's report and agreed to awarding SGs on a receipt/invoice basis.

Honorary Secretary and Membership

- 15.1 SM reported that the PSA had 1,864 members, which was up on the same period last year. MF noted the biggest growth was in teacher members.

Publications

- 16.1 AM explained that there was nothing to add that had not already been discussed at the last EC meeting.
- 16.2 AM noted that HD had been working hard on the journal tender process, which was generating a great deal of work.
- 16.3 AM said that the recommendation for a new publisher will be brought to the next EC meeting.
- 16.4 AM stressed that we need to work out how to diversify sources of income.
- 16.5 MF announced that 4 applications had been received for the editorship of BJPIR and that two of these had been shortlisted for interview on 23rd February.
- 16.6 JB reported that the next meeting of PubSub was taking place on 12th march. He asked HD to circulate the minutes of the meeting to the EC. **Action: HD**

Communications & Engagement Sub-Committee

- 17.1 MG reported that the PSA Awards had been a great success. He said the media coverage had been good but could have been better and that lessons had to be learnt for next year. He thought the videos of the prize-winners worked well and had been picked up on YouTube but that the YouGov poll, around which there had been much debate, did not get picked up as much as hoped and probably was not worth repeating in 2015. He added that the business cards, giving all key PSA contact details, including the Twitter hashtag, worked well. He recommended that the school video should not be the first item in the programme.
- 17.2 MG reported that the annual lecture with Sue Carroll was well attended and received good social media coverage. RM observed that the event was extremely good but it felt like an LSE event and in future the PSA should find an alternative venue. MF said he was talking to the British Library and would make enquiries about holding future lectures at the BL. **Action: MF**
- 17.3 MG reported that the sub-committee was preparing an Election programme. The strongest item in the programme was the media briefings. It was important to work out how the briefings could be linked with the rest of the programme, which included Google hangouts and videocasts and podcasts from the conference. MG suggested that one problem the PSA would encounter is that most election experts would be extremely busy. He noted that Nottingham University was asking people to record podcasts at home. HD commented that the idea with the Google hangouts was to use less prominent academics, hence these people might not be as busy as the established figures and more willing to commit time. AC suggested that the PSA should set up a PSA Twitter feed on election night. MG noted that all the trustees can now access the PSA Twitter feed.
- 17.4 MG suggested that the PSA should reconsider running a blog, since it lacks the resources to compete with the LSE and the Conversation. He suggested instead that

the PSA should create something that brings together all politics blogs in one place, providing links to all the best politics blogs on the web. RP suggested that Figleaf and other services already did this. HD suggested that in addition to collating good politics blogs, the PSA could commission meta-blogs that comment on the other blogs. RC suggested that Louise Thompson (LT) could write the meta-blog and there might be a case of adding a diary and news content. WJ said it was important for the PSA to offer the discipline a neutral space for blogging and suggested that the PSA give some thought to how the blogging world might look in the future. HD suggested a combination of fewer original blogs, a summary of what had been happening in the blogosphere over the last week and links to the best blogs on other sites. MG said he would discuss the matter with LT. MF asked MG to also produce a paper on the world beyond blogging. **Action: MG**

17.5 RG suggested that rather than film entire panels relevant to the election at the conference, the PSA just film interviews and make available the presentations online. MF said it was vital to avoid just filming the “usual suspects” and that post-docs should be asked to do podcasts to put out with the media briefings. He said it was vital that when people asked what the PSA was doing for the election we were able to provide them with a one page paper full of initiatives.

17.6 RH reported that a launch event for Robert Hazell’s Magna Carta book would be held at the IFG in October. He said it was important to invite some prominent politicians to the event. MF observed that RH’s book was supposed to be a mechanism for a broader debate about democracy but it had not turned out to be so. RH added that he and HD were meeting the following week to discuss a youth event around the Magna Carta. It was agreed that the event should not include the words “Magna Carta” or “constitution” in its title. **Action: RH and HD**

19. AOB

19.1 MF suggested the idea of holding a PSATedX as it would be good for visibility and attracting new audiences. It was agreed that JR should investigate the costs of holding a PSATedX in 2016 and report back to the next EC meeting. **Action: JR**

16. Dates and Venues of Next Meetings

Monday, 30th March, 2015, Sheffield

Friday, 26th June, 2015, London

Friday, 23rd October, 2015, London

JR and HD 19/2/15