



Steering Group Meeting

Friday 20 March – 14:00 – 15:00 (Online)

Notes and Actions

Attendees

Sue Ackermann (Chair), Sarah Pittaway (Vice-Chair), Ann-Marie James, Lesley Thompson, Sophie Marshall (Interim Mercian Officer)

1. Mercian Executive Officer Role and interim cover

Ruth Jenkins has tendered her resignation and will be leaving the role at the end of March. Sophie Marshall (SA's Executive Assistant) will provide interim cover including administering and arranging the Steering Group and Board meetings, maintaining email lists and updating the website where possible. Sam Rogers will update the website for content relating to the Conference Group. Steering Group agreed to have a deadline of the Autumn Board meeting for the Exec Officer role to be reviewed and next steps for recruitment to be decided.

2. University of Gloucester request to join

Steering Group in support of this and agreed to include on the Board meeting agenda for approval.

3. Sponsor and Chair Succession for Mercian EDIA Group & Feedback on Director endorsement for SIG

There was a discussion around the fact that Chair succession seems to fall to a similar group of colleagues and whether a cycle of chairs/sponsors would work well, also that junior levels of staff could take on the Chair role with support from the Sponsor. It was agreed that there needs to be a review of the groups, this would be added to the Board meeting agenda for discussion.

ACTION: SA to speak to EW regarding the previous review of SIGs piece of work ahead of the Board meeting.

4. Proposal for new community of practice on sustainability

Steering Group in support of this proposal and will be added to the Board meeting agenda for approval. It was agreed that the approval process for Code of Practices needs to be simplified, this would be added to the Board meeting agenda for discussion.

5. Agenda for Board Meeting 1 April 2026

Steering Group agreed items for the Board meeting agenda as follows – Strategy, Website review, Mercian Exec officer role, University of Gloucester request, SIGs – Chairs/Sponsors, CoPs.

Please see previous Directors Board agendas and meeting minutes:

<https://merciancollaboration.org.uk/about/agendas-minutes/directors-board/>

Please see previous Steering Group agendas and meeting minutes:

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