



## Mercian Collaboration Steering Group

Meeting & Workshop, 9:30-13:30, Thursday 9<sup>th</sup> Aug 2018

### Agenda

- 1) Apologies
- 2) Standing matters & Governance (30 mins)
  - a. *Minutes of previous meeting (11th May 2018)*
  - b. *Treasurer's Update.*
  - c. *SIG Matters Arising*
  - d. *October Directors Board arrangements*
- 3) Collaboration Strategy & Action Plan (workshop 2hrs) (DP & GJJ)
  - a) *Mercian Vision: the scope of the Collaboration*
    - i. *Where we are and what we've achieved<sup>1</sup>*
    - ii. *How are we falling short? (Gap Analysis)*
    - iii. *Where should we be going next? Unaddressed spaces or opportunities? (SWOT)*
  - b) *Governance: Discussions around underlying rules & structures*
    - i. *Terms of Reference<sup>2</sup>: Fit for purpose?*
    - ii. *Elections 2019<sup>3</sup>: Shuffling deck chairs, reaffirming commitment and effective succession*
  - c) *Operations: Discussions around practical management issues*
    - i. *Finances: ROI, reserves & demands*
    - ii. *Development Officer<sup>4</sup>: remit, capacity, and mission*
    - iii. *SCONUL<sup>5</sup>: relationship, reporting & representation*
    - iv. *Steering Group meetings: Regularity, format & themes*
- 4) Chair's Summation (30 mins)
  - a) *Next steps and reporting to Directors*
  - b) *AOB*
  - c) *Next Steering Group telcon (Nov 2018)*

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<sup>1</sup> [Annual report 2017 for info](#)

<sup>2</sup> [Current TOR for info](#)

<sup>3</sup> [Election policy doc for info](#)

<sup>4</sup> MCDO job description for info

<sup>5</sup> MoU for reference