

OPEN UNIVERSITY STUDENTS ASSOCIATION**Central Executive Committee (CEC)**

25 – 27 October 2019

INCORPORATION

The CEC is asked to:

- i) **note** the progress update

1. Progress update

- 1.1 As requested by CEC members at the previous meeting, this paper provides a concluding update on this project. As CEC members will be aware, we have successfully completed the incorporation of the new charitable company limited by guarantee (The Open University Students Association Limited) and further to this we successfully concluded the transfer of all assets and liabilities from the former unincorporated Association over to this new body on 1 August 2019 as previously planned. A communication was made on our website on this date to announce the move, which was also shared on social media and this message was in line with the guidance we received from the CEC at the July meeting.
- 1.2 A final version of the Incorporation Project Route Map is attached as an appendix, which provides closure on all the actions needed to complete incorporation successfully. The updates since the last meeting are shown in bold in the final column.

2. Next steps

- 2.1 We are continuing to work on some final remaining matters, which were not critical to the completion of incorporation or the transfer but are nonetheless important to the Association Limited's future. These are the completion of the Shared Services Agreement with the University; the student Data Sharing Agreement with the University; and a licence to occupy for our office accommodation.
- 2.2 The Shared Services Agreement covers all the areas of services that the University provides to us in kind as part of our wider relationship and we have proposed a formal agreement which captures these, sets out the duties and obligations of both parties and would be subject to regular review. Such services include matters such as human resources administration; estates;

security; mail and printing services; access and designated suites on the Virtual Learning Environment forums; IT support etc. The student Data Sharing Agreement sets out the duties and obligations on both parties for our data relationship. The licence to occupy relates to our office accommodation which is provided in University-owned buildings.

- 2.3 The Pro Vice Chancellor (Students) has nominated two members of her team to assist us with progressing these matters with University colleagues and coordinating the University's input into the drafts which we have prepared with our legal advisors. A meeting took place with these two colleagues on 1 October, with further meetings due on 11 October and 8 November. We have set out that we wish to have these matters all concluded this side of Christmas 2019. We await a response from the University.
- 2.4 Tim O'Brien, our external consultant, is continuing to support us with these matters.
- 2.5 By the next meeting of the CEC in January 2020, we hope that this matters have been concluded and if so they will be included in the Board of Trustees' update to the CEC.

3. Board of Trustees Meeting – 14 October

- 3.1 There is a meeting of the Board of Trustees on 14 October and we have set out two further areas where we would appreciate feedback and a steer. A verbal update can be provided at the CEC meeting on these, but for CEC information they are the following matters:
- 3.2 The first is what date we should work towards for dissolving the unincorporated Association. At present, we had left it in place as it is required to complete the approval of the accounts relating to 2018/19. Beyond that, the only other purpose is giving some time for any unforeseen issue to present itself. However, we had tentatively discussed working towards a formal dissolution next summer (2020) which will have given enough time for anything to emerge and otherwise could neatly put closure on the past.
- 3.3 The second is whether we should tackle the name 'The Open University Students Association Limited' and seek to have 'limited' removed. This would need to be tied up with the above matter, but CEC members may recall that we only required the inclusion of this to satisfy the Scottish charity regulator (OSCR)'s requirements not to have two organisations with the same name registered at the same time.

Rob Avann, Alison Lunn and Tim O'Brien
Incorporation Project Team