

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held at Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AA on Thursday 20th October 2016 commencing 15:30 hrs.

Present: Mr J Cutler - Chairman
 Dr A Muir - Deputy Chairman
 Mr D Blanchflower - Treasurer
 Mr M Towle
 Mr R Taylor
 Mr S Tate

Apologies: Mr J Heap, Mr R Bridges

In attendance: Mrs L Gill - IMS Admin Manager

Minutes	Action
<p>CM2083 <u>Chairman's Introduction</u></p> <p>The Chairman welcomed all members present.</p>	
<p>CM2084 <u>Attendance Sheet</u></p> <p>The attendance sheet was signed.</p>	
<p>CM2085 <u>Apologies for Absence</u></p> <p>Mr J Heap and Mr R Bridges.</p>	
<p>CM2086 <u>Acceptance of Previous Minutes</u></p> <p>The Chairman asked that the Council Minutes dated 3 June 2016 be accepted as a true record. This was unanimously agreed and the Chair signed the minutes. However two points were raised from these minutes the first by Mr M Towle regarding CPD as he felt that he had not been able to progress this any further because of Membership Grades. It was agreed by Council Mr M Towle would prepare a report for further discussion at the 10 March 2017 Council meeting. Mr S Tate also informed Council that due to work commitments that he and Mr R Taylor had been unable to meet to discuss the IoP Diploma in more detail. Mr S Tate hoped to meet with Mr R Taylor shortly regarding this project.</p>	<p>Mr M Towle</p> <p>Messrs Tate /Taylor</p>
<p>CM2087 <u>Election of Officers</u></p> <p>The Election of officers took place as follows:</p> <p><u>President</u> – Council members had been asked in October 2015 to find suitable candidates for this role but this had not been implemented to date. It was agreed by Council that this needed to be addressed.</p> <p><u>Chairman</u>: - Mr J Cutler Proposed by Mr D Blanchflower, Seconded by Mr M Towle, unanimously agreed.</p> <p><u>Deputy Chairman</u>: - Dr A Muir Proposed by Mr J Cutler, Seconded by Mr S Tate, unanimously agreed.</p>	<p>ALL</p>

Minutes

Action

Company Secretary: - Mr R Bridges

Proposed by Mr M Towle Seconded by Mr J Cutler, unanimously agreed. It was agreed that Mr M Towle would shadow Mr R Bridges in this role.

Mr R Bridges
Mr M Towle

Treasurer: - Mr D Blanchflower

Proposed by Dr A Muir, Seconded by Mr S Tate unanimously agreed.

Council Members Responsibilities

Membership – Mr R Taylor

It was agreed by Council that Mr R Taylor should remain Chair of Membership. Proposed by Mr D Blanchflower, Seconded by Dr A Muir.

Education – Mr S Tate

It was agreed by Council that Mr S Tate should remain Chair of Education. Proposed by Mr J Cutler, Seconded by Dr A Muir.

Media - Mr D Blanchflower

It was agreed by Council that Mr D Blanchflower should remain Chair of Media.

Proposed by Dr A Muir, Seconded Mr S Tate.

Fellowship Panel – Mr M Towle, Mr R Bridges, Dr A Muir

Four nominations had been received for the Fellowship Panel and Mr D Blanchflower withdrew his application. It was agreed by Council that as part of the CPD programme that the Fellowship Panel could be incorporated into this. It was agreed that the Fellowship Panel would be under the remit of the Chair of Membership and that he would have the casting vote if required for all Fellowship Applications.

CM2088 Membership

CM2088.1 To Note Membership Statistics

The latest membership statistics were noted by Council (See Appendix CM2088.1). Mrs L Gill informed Council that Scott-Grant Ltd continued to provide a steady flow of students and was still the Institutes main source of income. Jafcon had still not put any students through its PIP Programme and Council agreed this was disappointing. However the Institutes new provider CCL Consulting had put two students through the IMS Certificate course with a further three students enrolled to start shortly. Mrs L Gill had continued with an upgrade promotion and this has brought in a further income of £880.00 to date. However Mrs L Gill felt that if she could allocate more time to this project the income for the Institute would increase.

CM2088.2 Fellowship Upgrading Panel

The Fellowship Panel had received an application from Mr R Ebrahim of Jafcon Consulting wishing to upgrade from Member to Fellow grade. Unfortunately he did not meet the Fellowship criteria for having five years continuous membership at the grade of Member and the age of 35. This application had been referred to Council under special consideration. Mrs L Gill informed Council that to date no upgrading fee had been received with the application. After careful consideration it was agreed that Mr R Ebrahim would be given Fellow grade provided that the upgrade fee was paid and that Dr A Muir wrote a letter explaining that this had been awarded at Councils discretion.

Dr A Muir

Minute	Action
CM2089 <u>Finance</u>	
CM2089.1 <u>Finance Report - Budget 2016/17</u>	
<p>The Treasurer had prepared a report and informed Council that the Institute would need to look at its operating costs in 2017 as the projected operating deficit for 2017 would be £45,750. (See Appendix CM2089.1) Council agreed that certain costs would need to be ring fenced such as the Administration. The Treasurer informed Council that the Chariguard investment of £160,000 had been returned to the Institute and placed in the deposit account in June. He was now looking to reinvest this with M & G Finance in the near future.</p>	Mr D Blanchflower
CM2089.2 CAATS Proposal	
<p>This item was moved to the end of the meeting and Mrs L Gill was asked to leave the room. The following minute was provided for this item.</p>	
<p>To confirm that Council considered the CAATS Proposal for enhancing the Productivity of the IMS Administration and agreed that the Administration Manger will work 28 hours per week over four days (Monday to Thursday) The IMS office will be closed on a Friday. Mrs L Gill will be available for the three Council meetings per year that are held on a Friday. This will be implemented from Monday 7 November 2016.</p>	
<p>Council also agreed to upgrade the IMS IT as suggested by the Proposal. This will be implemented by CAATS liaising with the IMS Chairman and Treasurer.</p>	
<p>The Administration Manger will inform the Training Providers and other Partners of these revised arrangements. (See Appendix CM2089.2)</p>	
CM2090 <u>Jafcon Developments and Progress</u>	
CM2090.1 Update Report from the Deputy Chairman	
<p>Dr Andrew Muir had prepared an update report for Council and informed them that since his report he had received notification the WPC congress had been postponed until April 2017. He advised Council that he would update them as and when there were definite dates and if any fees that he or the Institute had paid would be transferred or reimbursed. (See Appendix CM2090.1)</p>	Dr A Muir
CM2091 <u>Subsidiary Groups – 12 Month Resume</u>	
CM2091.1 Report from the Chair of Membership	
<p>Mr R Taylor informed Council that he continued to promote the Institute with both its Life Membership innovative and Membership upgrading through Scott-Grant. Mr R Taylor had provided Council members with a copy of the new Membership leaflet and informed Council this was now being handed out to people attending rating clinics and would be mailed out with Scott-Grant booklets advertising its training courses which are mailed out three times per year. Mr R Taylor felt that this would be a worthwhile exercise in promoting the Institute.</p>	Mr R Taylor
CM2091.2 Report from the Chair of Education	
<p>Mr S Tate had prepared an update report for Council (See Appendix CM2091.2). Since this report had been circulated Mr S Tate had received two requests, firstly Dr Hemin F. Najmadden from the Kurdistan Regional Government for a Skype meeting which he was arranging and secondly, Maria Achilleoudes from a consultancy Company based in Cyprus who he had contacted.</p>	Mr S Tate

Minute . **Action**

CM2091.3 Report from the Chair of Media and Marketing Group
Mr D Blanchflower had prepared a progress report for 2016 which was noted by Council. (See Appendix CM2091.3)

CM2092 **Any Other Business**

CM2092.1 Council Elections 2017
Mrs L Gill confirmed that the following Council members would be up for re-election in 2017 Messrs Muir, Heap, Towle and Taylor.

CM2092.3 Examination Paper Policy
Mrs L Gill asked Council for a policy on how long to keep the Institutes Examination papers as the marking method had recently changed. It was agreed that the Examination Papers should be kept on a rolling twelve month basis.

CM2093 **Date of Next Meeting**
The next Council of Management meeting is scheduled to be held at Brooke House on 10 March 2017 commencing at 1030 hrs.

CM2094 **Chairman's Closing Remark**
The Chairman thanked Council members for attending the meeting.

The meeting Closed at 19:10hrs

Chairman:..... Date:.....

Distribution:
Chairman
Council Members

Council Meeting Dates for 2017

Friday 10th March 2017
Friday 9 June 2017
Friday 20 October 2017 – AGM and Council Meeting