

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held at Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AA on Friday 26 February 2016 commencing 10.30 hrs.

Present: Mr J Cutler - Chairman
Dr A Muir - Deputy Chairman
Mr D Blanchflower - Treasurer
Mr R Bridges - Company Secretary
Mr J Heap

Apologies: Mr M Towle, Mr K Kelly, Mr R Taylor

In attendance: Mrs L Gill - IMS Admin Manager

Minute	Action
CM2059 <u>Chairman's Introduction</u> The Chairman welcomed all members present.	
CM2060 <u>Attendance Sheet</u> The attendance sheet was signed.	
CM2061 <u>Apologies for Absence</u> Mr M Towle, Mr K Kelly, Mr R Taylor. The Chairman informed Council that Mr K Kelly had tendered his resignation with immediate effect.	
CM2062 <u>Acceptance of Previous Minutes</u> The Chairman asked that the Council Minutes dated 2 October 2015 be accepted as a true record. This was unanimously agreed and the Chair signed the minutes.	
CM2063 <u>Membership</u>	
CM2063.1 To Note Membership Statistics The latest membership statistics were noted by Council. Mrs L Gill informed Council that Scott-Grant Ltd had converted 28 Annual members to Life members and the income achieved in 2015 under this new promotion had been £6,370 excluding the donation made by Russell Currie Memorial Fund. Chinal Management Services had terminated its Approved Provider status with the Institute in January 2016 and all outstanding fees had been paid. The Membership upgrade promotion that had been carried out in 2015 had gained a further income of £1,240.00 compared with £240.00 in 2014. Mrs L Gill confirmed that letters had been sent to all 44 Jafcon students encouraging them to take Life membership of the Institute. (See Appendix CM2063.1)	
CM2063.2 Review of All Institute Fees A report had been circulated to all Council members regarding a proposed increase in Institute fees it was agreed unanimously to implement all new fees at the proposed dates contained within the report.	

Minute**Action**

The proposed Membership fees for 2017 were agreed at Annual Membership £170.00 and Life Membership £320.00 this would be put to the IMS Membership and voted on at the October 2016 AGM. Council also agreed to once again endorse Scott-Grant rating cards with the IMS logo with the Ratings clinics also be included in Scott-Grants next Approved Provider Audit. (See Appendix CM2063.2)

CM2064 **Finance Report**

The Treasurer had prepared a Finance Report and informed Council that although the final figures may be adjusted at the Institute audit the deficit in 2016 would be reduced to around £20,000 and this meant that the Institute had halved its operating deficit for 2015. The Treasurer informed Council that he had put together a cautious budget for 2016 as he was unsure of the income that may be generated by our Education Providers. (See Appendix CM2064)

CM2064.1 Regional Budget Allocation for 2016

It was agreed that the following Regions would receive a £500.00 allocation for 2016. North West, Eastern, West Midlands and East Midlands Regions. Dr A Muir informed Council that the Scottish Region would not require an allocation and it was agreed that the Scottish Region bank account would remain open with its current balance.

CM2064.2 Review of CAATS Administration Fees

Mrs L Gill was asked to leave the room whilst Council discussed this matter. Mrs L Gill was then asked to minute the following that Council had approved the proposal put forward by CAATS Administration.

CM2065 **Regeneration Initiatives****CM2065.1** Update to Council

It was agreed that the Institute needs to update its promotional material and with the June Conference in mind it was agreed that Mr J Heap would have an A5 brochure designed. Council members agreed that a well thought out and co-ordinated plan should be compiled and that an increase in Education Providers should be the priority even if it meant one new Provider a year.

Mr J Heap

CM2065.2 Report on CPD Development

Mr M Towle was unable to attend the meeting but had confirmed that the CPD timetable was moving forward however he was somewhat concerned that a change may be needed to the Articles of Association to incorporate a new grade for the CPD route. Council agreed that this would not be required and it would be better to be able to issue a CPD Certificate with a renewable date as Council felt CPD would be a service offered to the IMS membership. Mr J Cutler said he would contact Mr M Towle Regarding this matter.

Mr M Towle

Mr J Cutler

CM2065.3 Report on Membership and Recruitment

Mr K Kelly was unable to attend the meeting and had resigned his position on Council so no further progress had been made in this area.

Minute**Action****CM2065.4** 75th Anniversary

Mr J Heap informed Council that as part of the Institutes 75th Anniversary a Venue had been booked for the 27 – 29 June 2016. This Conference / Anniversary will be advertised in the March Management Services Journal and 100 people would be required to attend to break even. The Treasurer had also prepared a report for Council on the projected costs for the Institute. It was agreed by Council that £2,500.00 would be allocated as sponsorship for the event with a further £2,500.00 allocated towards any losses incurred at this event. It was agreed that any remaining profit would be split 50/50 between IMS and IoP. It was agreed that the Memorandum of Understanding which had been drawn up would be altered to reflect the above changes. The Treasurer had also expressed his concern at the expenditure that could be incurred if the Institute funded all 8 members of Council attending the Conference. It was agreed that 2 members of Council would attend the Conference and they would be required to provide an article on the event for the Management Services Journal as well as networking and handing out IMS brochures and Management Services Journals. (See Appendices CM2065.4a.b.c)

Mr J Heap
Mr J Cutler

CM2066 **IMS Strategy****CM2066.1** Update Report from the Deputy Chairman

Dr A Muir had prepared an update report for Council since its last meeting this outlined items that had been dealt with by the Education Panel. Dr A Muir confirmed that Jafcon would require a biennial audit in January 2017. (See Appendix CM2066.1)

CM2066.2 Adoption of IoP Diploma

Council had received two reports supporting the adoption of the IoP Diploma through NOCN. Dr A Muir informed Council that Jafcon were in the process of becoming an Approved Provider and that they hoped to have the PIP Programme approved by NOCN in the future. This would impact upon the Institutes income in the future. Mr J Heap informed Council that NOCN would set up an IMS Academy which the Institute could offer the IoP Diploma through once students had completed all 10 units they would be issued with a Certificate with the IMS, NOCN and IoP logo on. It was agreed that a meeting should be set up with Mr D Blanchflower, Mr J Heap and NOCN with Mr D Blanchflower reporting back to Council at its June meeting. (See appendices CM2066.2a and CM2066.2b)

Mr J Heap
Mr D Blanchflower

CM2066.3 IMS Diploma

A report had been received by Council on the feasibility of an IMS Diploma and a meeting had taken place between Messrs Bridges, Yeoman and Tate. This meeting outlined a brief plan of the work that would be involved together with any thoughts on how to structure a Diploma. After some consideration it was agreed by Council not to pursue this initiative at the present time and the Chairman said he would email Mr R Bridges on the matter. (See Appendix CM2066.3)

Mr J Cutler

CM2067 **Subsidiary Groups****CM2067.1** Report from the Chair of Membership

No report had been received and Mr K Kelly had resigned from this position which is now vacant.

Minute**Action****CM2067.2** Report from the Chair of Education

Mrs L Gill had spoken to Mr M Towle regarding undertaking the position of Chair of Education and he had confirmed that he would be willing to undertake this. It was agreed that an update meeting should be held between Messrs. Towle, Muir, Blanchflower and Heap it was suggested that it could be held on the 3 June 2016 before the next Council meeting.

Mr M Towle
Mr D Blanchflower
Mr J Heap
Dr A Muir

CM2067.3 Report from the Chair of Media and Marketing Group

Mr D Blanchflower had prepared a progress report he confirmed that the Work Measurement book by Dennis Whitmore had now been converted into an e-book which RCMF had funded. It was now Mr D Blanchflowers intention to advertise and sell this book. It was agreed that there would be a lower charge for IMS members but this fee was yet to be decided. (See Appendix CM2067.3)

Mr D Blanchflower

CM2068 **Any Other Business****CM2068.1** Arrangements for 2016 AGM

Mrs L Gill confirmed that the George Hotel had been reserved for the AGM.

CM2068.2 Election 2016

Mrs L Gill confirmed that there was no requirement for an Election to be held this year.

CM2068.3 To Note Eastern Region 2015 Annual Report

The Eastern Region Annual report had been circulated to Council members prior to the meeting. (See Appendix CM2068.3).

CM2069 **Date of Next Meeting**

The next Council of Management meeting is scheduled to be held at Brooke House on 3 June 2016 commencing at 1030 hrs.

CM2070 **Chairman's Closing Remark**

The Chairman thanked Council members for attending the meeting.

The meeting Closed at 14.10 pm

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

Distribution:
Chairman
Council Members

Council Meeting Dates for 2016

Friday 3rd June 2016
Friday 21st October 2016 – AGM and Council Meeting