

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held at Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AA on Thursday 3 October 2019 commencing 14:00 hrs.

Present: Mr J Cutler - Chairman
Mr S Tate - Deputy Chairman
Mr D Blanchflower - Treasurer
Dr A Muir - Company Secretary
Mr J Davies
Mr M Lewis
Mr M Towle

Apologies: Mr R Taylor

In attendance: Mrs L Gill - IMS Admin Manager

Minutes

Action

CM2198 Chairman's Introduction

The Chairman welcomed all members present he informed Council that Mr R Taylor had been unable to attend the meeting after a short stay in hospital. Council agreed that Mr R Taylor would be missed at the meeting and wished him a speedy recovery.

CM2199 Attendance Sheet

The attendance sheet was signed.

CM2200 Apologies for Absence

Mr R Taylor.

CM2201 Acceptance of Previous Minutes

The Chairman asked that the Council Minutes dated 7 June 2019 be accepted as a true record. Dr A Muir asked that the wording "in memory" be altered in minute CM2191.3 to "in recognition". Mr M Towle and Mr J Davies both confirmed that Mr J Else had received the letter that the Chairman had sent to him some months ago and it was agreed that this matter should now be recorded as concluded. It was proposed by Dr A Muir and seconded by Mr S Tate and unanimously agreed that the Council minutes be accepted. The Chair signed the minutes.

CM2202 Casual Vacancy

Council had received two nominations to fill the Casual Vacancy left by Mr J Cutler who was standing down at the AGM on the 4 October 2019. The Chairman said that although there was only one position available, he felt it would be appropriate to remind Council that previously Casual Vacancies had quite often come up in recent years and this should be conveyed to whoever came second in this vote. Mr R Taylor had nominated Mr I Bromley and Mr M Towle had nominated Mrs R Broughton Council voted as follows:

Mr I Bromley 4 votes and Mrs R Broughton 3 votes.

It was agreed that the Chairman would write to both Mr I Bromley congratulating him on his appointment and to ask Mrs R Broughton if she would like to attend Council meetings with a view to observing and contributing

New Chairman

Minutes**Action**

to Council meetings and any projects. Mr D Blanchflower informed Council that Mrs R Broughton would not be able to vote at Council meetings as it stated in the Institutes Articles of Association that there could only be eight voting Council members. (See Appendix CM2202 a/b)

CM2203 **Membership****CM2203.1** To Note Membership Statistics

Mrs L Gill informed Council that membership figures had continued to increase since June and that Scott-Grant had 55 students to date this year. Mrs L Gill also informed Council that a strategy needed to be implement in 2020 to address the 5-year Affiliate membership which would need to be renewed for members from 2021 onwards. Mrs L Gill informed Council that she had put a proposal together for consideration and that would be sent to the Chair of Membership for comment. Mrs L Gill informed Council that since the June meeting she had sent a letter to CCL Zimbabwe with no response from them at all and as a result their Approved Provider status had lapsed Mrs L Gill had removed all of their details from the Institute website and informed Council that CCL would now have to apply again to become an Approved Provider. (See Appendix CM2203.1)

Mr R Taylor
Mrs L Gill

CM2203.2 Chair of Membership Report

Mr R Taylor had been unable to attend the meeting but had prepared a Membership Report for Council. Mrs L Gill drew Councils attention to the age profile graph this showed an encouraging trend towards a large portion of the membership being actively engaged in the workplace. Council thanked Mr R Taylor for his informative report. (See Appendix CM2203.2)

CM2203.3 Exceptional Membership Application

Mr R Taylor had provided Council with a summary for an application that had been received at head office for a Dr Anand Khati. Mr R Taylor had reviewed this application and discussed it with members of the Fellowship Panel as well as the Institutes President. It was felt that this application provided direct evidence for the grade of Fellow "in truly exceptional circumstances by invitation of the IMS Council" and Mr R Taylor had asked Council to decide if this was appropriate. After some discussion it was proposed by Mr D Blanchflower and seconded by Mr M Towle that Dr Khati be awarded the grade of Fellow this was unanimously agreed by Council. (See Appendix CM2203.3)

Mrs L Gill

CM2204 **Finance****CM2204.1** Finance Report

The Treasurer had prepared a Finance Report for Council and informed them that both Institute bonds had been reinvested for another twelve months. The Treasurer advised Council that they had been reinvested with the interest that they had gained in the previous twelve months and that now made the investments over the £85,000 investment limit with one bank. The Treasurer said that when the bonds need to be renewed in September 2020 a new bank would need to be sourced to invest the extra funds. The Treasurer said that the Institute investments, education and membership income had all done well this year and the Institute had made a small surplus of £2,675.00 so far. (See Appendix CM2204.1)

Minute**Action****CM2205** **Subsidiary Groups****CM2205.1** Chair of Media

Mr D Blanchflower had prepared a Media Report for Council and informed them that a meeting had taken place that morning with a potential new website designer Ms Jo Turner. Mr S Tate and Mrs L Gill had also attended this meeting and it had been agreed that Ms Turner would provide the Institute with a revised quotation as some aspects of the original quotation they had received had been revised during the meeting. It had been agreed that three new home page website designs would be circulated to Council for comment in due course and that Ms Turner would supply details of 2-3 hosting companies all local to Lichfield. It was agreed that Mr D Blanchflower and Mr S Tate would continue to work together on this project. Mr M Towle asked if three companies had been approached for quotation on a new website and it was confirmed that this had been the case and that Ms Turner offered the best value for money and was local to the Lichfield area which would be useful to head office staff should any technical problems occur with the website. (See Appendix CM2205.1)

Mr S Tate
Mr D Blanchflower

CM2206 **Education**

CM2206.1 Mr S Tate had prepared an Education Report and he informed Council that he was now also marking Time Study examinations. Council also discussed the new University of East Anglia Institute of Productivity Mr S Tate informed Council that although the name suggested a direct competition to the Institute this was not the case as this was being set up as a Department within the University and was primarily dealing with innovation and design. Council were informed that this department is not up and running yet and that the Institutes President had already been in contact with them with a view to establishing a connection with the Institute and has requested a meeting with them in due course. (See Appendix CM2206.1)

CM2207 **IMS Strategy**

Mr D Blanchflower informed Council of a developing situation with CAATS Ltd after some discussion on this issue it was agreed that all tabled Strategic Review documentation would be discussed at the March 2020 meeting. The Treasurer asked Council to give him the authority to update the bank signatory mandate as required and for him to have internet access to all IMS bank accounts. This was agreed by Council.

Mr M Lewis
Mr D Blanchflower

CM2208 **Institute Administration****CM2208.1** Arrangements for 2019 AGM & Event

The Chairman informed Council that everything had been prepared for the IMS AGM/Event and that all Council members had a copy of the Programme of events. Council asked Mrs L Gill about attendance numbers which appeared to be quite low. Mrs L Gill said that she had spoken to two other professional bodies about their attendance figures and both thought that the Institute attendance figures were good. (See Appendix CM2208.1)

CM2208.2 IMS President London Global Convention

Dr A Muir informed Council that this was taking place again in London this year and the Institutes president would be speaking at this convention in his capacity at Institute President.

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CM2208.3 Jafcon Overseas Representative

Dr A Muir informed Council that he had written to Dr A Jaffari in June regarding his O/S appointment advising him that the three year duration was up and as there had been no communication from him a letter was sent advising him that his appointment would be terminated on the due date in November. In the last week Dr A Jaffari had written in response to this letter asking for more guidance Council agreed that Dr A Muir should write to Dr A Jaffari asking him what he proposed to do in the next twelve months for the Institute in promoting it and sourcing new membership income as nothing had been forthcoming in the previous two years.

Dr A Muir

CM2208.4 World Productivity Congress (16-18 November 2019)

Dr A Muir informed Council that he had put the Institutes President Prof Colin Coulson-Thomas forward for an award. Prof. Coulson-Thomas has asked Dr A Muir to accept this award on his behalf as he is unable to attend this congress as he will be speaking at the IOD Conference on that date.

CM2208.5 Memorandum Articles of Association.

Dr A Muir informed Council that the issue in submitting an updated version of the Institutes Articles of Association which was amended to include electronic communication had now been resolved.

CM2208.8 Revised Election Procedure.

Dr A Muir informed Council that the revised Election Procedure had now been added to the procedure's documentation at head office.

CM2209 **Date of Next Meeting**

The next Council of Management meeting is scheduled to be held at George Hotel on Friday 4 October 2019 commencing at 14.30 hrs. Council were also asked to approve the Council dates for 2020 which were unanimously agreed.

CM2210 **Chairman's Closing Remark**

As this would be the current Chairman's last Council meeting, he thanked all Council members for their help and support during his term as Chairman.

The meeting Closed at 17.30 hrs

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

Distribution:
President
Chairman
Council Members
West Midlands Region

Council Meeting Dates for 2019/2020

Friday 4 October 2019 – AGM / Event / Council Meeting
Friday 6 March 2020
Friday 5 June 2020
1 October 2020
2 October 2020 AGM/Event