

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held at Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AA on Friday 3 June 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
 Mr S Tate
 Mr R Taylor

Apologies: Mr M Towle

In attendance: Mrs L Gill - IMS Admin Manager

Minutes

Action

CM2071 **Chairman's Introduction**

The Chairman welcomed Messrs Tate and Taylor to Council.

CM2072 **Attendance Sheet**

The attendance sheet was signed.

CM2073 **Apologies for Absence**

Apologies for absence were received from Mr M Towle.

CM2074 **Acceptance of Previous Minutes**

The Chairman asked Council if they had any points to raise from the 26 February 2016 Council Minutes. Dr A Muir asked that the following amendment be made biennial to the minutes. The Chair informed Council that he would speak to Mr M Towle regarding progress made on CPD development and a general catch up on Council matters. It was proposed by Dr A Muir and seconded by Mr J Heap that the minutes be accepted this was unanimously agreed.

Mrs L Gill

Mr J Cutler

CM2075 **Membership**

CM2075.1 To Note Membership Statistics

Mrs L Gill had produced an update report for Council this included a reinstated provider CCL Consulting based in Zimbabwe who are undertaking the IMS Certificate and two students have started the IMS course with this Provider. Mr R Taylor informed Council that Zimbabwe should be a target area for the Institute. Mrs L Gill had also received two further enquiries from former Education Providers the contact details for these had been passed to Mr S Tate to follow up. Mr R Taylor raised the point that the Membership Examination and Regulations booklet needed a further update and a provision for Jafcon and its PIP Programme needed to be included. Mr R Taylor also made the point that the Institute needed to look at ways of increasing revenue from its existing members and he offered to look at various ways income could be obtained from the existing membership and report to Council at its next meeting. The Chairman asked Mr R Taylor if he would accept the position of Chair of Membership and Mr R Taylor accepted this position. (See Appendix CM2075.1).

Mr R Taylor

Mr R Taylor

Minute		Action
CM2076	<u>Finance Report</u>	
CM2076.1	Treasurers Report	
	<p>The Treasurer had prepared a 2016 budget report and said that he had not taken into account any income that the Institute may receive from Jafcon as it was an unknown quantity at the moment. The Treasurer said that if Jafcon did have more students this year then the projected deficit of £34,850 would be significantly reduced but to date no income had been received from this Education Provider. (See Appendix CM2076.1)</p>	
	<p>Dr A Muir informed Council that the Scottish Region Treasurer had some health issues and he asked the Treasurer if this would cause a problem if the Scottish Region account had to be closed. The Treasurer informed Council that he was a signatory on all Region accounts and that he could close any of these accounts if the need arose.</p>	
	<p>The Treasurer informed Council that the Institute had received a letter from the Bank of Scotland informing the Institute that they will be closing the Institutes Chariguard Investment. The Treasurer had spoken to the Institutes accountants Leftley Rowe who had given him details of a Financial Advisor who specialises in Charities. The Treasurer informed Council that he would be making contact shortly. Council also asked the Treasurer to make a comparison between Chariguard and M & G Investments for the next Council meeting.</p>	Mr D Blanchflower
CM2076.2	Approval of Audited Accounts for 2015	
	<p>The Audited 2015 Institute accounts had been circulated to Council prior to the meeting and Council were asked to approve them. (See Appendix CM2076.2) This was proposed by Dr A Muir, Seconded by Mr J Heap and unanimously agreed by Council.</p>	
CM2077	<u>Regeneration</u>	
CM2077.1	Report update to Council	
	<p>Mr R Bridges informed Council that little had been done on Regeneration due to personal reasons. Mr R Bridges had not received any communication from Mr M Towel on CPD progression. Mr J Heap was asked when the conference brochure would be ready. Mr J Heap said it would be available in pdf format shortly and that he would send it to Mrs L Gill for circulation to Council for approval.</p>	Mr J Heap
CM2077.2	Report CPD	
	<p>Mr D Blanchflower had circulated a report to Council regarding two Learning Providers that offer free on-line courses. Mr D Blanchflower suggested this could be investigated further with a view to incorporating relevant courses into the IMS CPD for our members. It was agreed by Council that this report should be used as a news item for the Institute Newsletter rather than as part of an IMS CPD programme to make members aware of these free on-line courses. Mr R Taylor informed Council that Scott-Grant were currently researching the feasibility of an IMS Diploma. (See Appendix CM2077.2)</p>	Mr D Blanchflower
CM2077.3	Draft Guidelines for IMS Overseas Delegates	
	<p>Dr A Muir had produced draft Guidelines for IMS Overseas Delegates which had been circulated to Council prior to the meeting. As a result the following items were agreed. That all future overseas branches would be self funding. That all documentation bearing the Institutes name and use of any Institute</p>	

Minutes	Action
<p>logos must be approved by the IMS Council before being used and all IMS promotional material, letterheads and logos are copyright of the Institute. It was agreed that a withdrawal clause should be added to the document allowing either party to terminate this agreement within three months of written confirmation. It was agreed that an Overseas Delegate Certificate would be designed and circulated for Council to approve by Dr A Muir. It was suggested that Overseas Fellow Members of the Institute could be contacted to see if Overseas Delegates could be expanded. (See Appendix CM2077.3)</p>	Dr A Muir
<p>CM2077.4 IMS Conference</p> <p>Mr J Heap informed Council that the IMS Conference had been cancelled due to lack of numbers despite a reasonable amount of advertising. Mr J Heap informed Council that this was disappointing but the reasons for the low uptake were probably due to the location of the Conference and the type of topics that would have been covered. The Chairman thanked Mr J Heap for his efforts with the Conference.</p>	
<p>CM2077.5 75th Anniversary</p> <p>Mr R Bridges had submitted a paper to Council which had been drawn up by the Eastern Region board for the Institutes 75th Anniversary. It was agreed by Council that it would hold a 75th Anniversary lunch after the Institutes AGM. The Chairman will invite members from the Region Boards, Council Members and Past Council members. It was agreed that some Council members would speak on a relevant topic and there would be a question and answer session. It was agreed that the Chairman would liaise with Mrs L Gill to arrange and coordinate this event. (See Appendix CM2077.5)</p>	Mr J Cutler
<p>CM2078 <u>Subsidiary Groups</u></p>	
<p>CM2078.1 Report from the Chair of Membership</p> <p>Mr R Taylor had been appointed Chair of Membership earlier in the meeting (See minute CM2075.1).</p>	
<p>CM2078.2 Report from the Chair of Education</p> <p>Mr S Tate had recently been appointed Chair of Education and he had prepared a progress report which had been circulated to Council prior to the meeting. Mr S Tate informed Council that he would be having a short meeting with the current Education Panel following the Council Meeting and that he would be contacting organisations in India in the first instance with a view to establishing contact with them. (See Appendix CM2078.2)</p>	Mr S Tate
<p>CM2078.3 Report from the Chair of Media and Marketing</p> <p>Mr D Blanchflower had prepared a report for Council which had been circulated prior to the meeting. Mr D Blanchflower confirmed that he is in the process of organising new email addresses and had asked that an Education and Membership email address be made available. (See Appendix CM2078.3)</p>	Mr D Blanchflower
<p>CM2079 <u>Education</u></p>	
<p>CM2079.1 Report on Management & Productivity Diploma Meeting</p> <p>Mr D Blanchflower had circulated a report for Council following his meeting with Mr J Heap and NOCN. Mr D Blanchflower informed Council that he was concerned what implications the IoP Certificate and Diploma would have on the Institutes existing Education Providers and the income they produce for the Institute as the IoP qualifications were considerably cheaper. After some</p>	

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discussion it was agreed that Mr R Taylor and Mr S Tate would look at the IoP Diploma jointly and report to Council at its next meeting. (See Appendix CM2079.1)	Mr R Taylor Mr S Tate
CM2080 <u>Any Other Business</u>	
CM2080.1 2016 AGM	
Mr R Bridges confirmed that the AGM notice would appear in the Summer edition of the Management Services Journal and that the George Hotel had been booked for the event.	
CM2080.2 Appointment of RCMF Trustee	
Mr J Heap asked Council to note Miss Cadwallader had been co-opted to RCMF.	
CM2080.3 World Productivity Congress - Bahrain	
Mr J Heap informed Council that he had asked Dr A Muir to attend the WPC in Bahrain. The reasons being that he had asked Dr A Muir to hold a work shop for the WP Congress. Dr A Muir would also be able to produce articles for the Management Services Journal on the Congress and present Dr Akbar Jaffari with his IMS Overseas Representative Certificate in person. Council agreed to cover all associated expenses for Dr A Muir.	
CM2081 <u>Date of Next Meeting</u>	
The next Council meeting is on Thursday 20 October 2016. Followed by the Institutes AGM on Friday 21 October 2016.	
CM2082 <u>Chairman's Closing Remark</u>	
The Chairman thanked Council members for attending the meeting.	
The meeting Closed at 13.45hrs	
Chairman:	Date:
Distribution: Chairman Council Members	