

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held at Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AA on Friday 7 June 2019 commencing 10:30 hrs.

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

Apologies: Mr M Towle

In attendance: Mrs L Gill - IMS Admin Manager

Minutes

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CM2187 Chairman's Introduction

The Chairman welcomed all members present.

CM2188 Attendance Sheet

The attendance sheet was signed.

CM2189 Apologies for Absence

Mr M Towle.

CM2189 Acceptance of Previous Minutes

The Chairman asked that the Council Minutes dated 1 March 2019 be accepted as a true record. The Chair informed Council that he had written to Mr J Else after the March Council meeting and he had not received any further communication. Mr J Davies said that he would contact Mr J Else and ask him to respond to the Chairman. Dr A Muir asked that the wording to minute CM2184.2 be amended to the following "he hoped to present a paper". Mr R Taylor asked that the wording only source of income in minute CM2179.1 be changed to main source of income. This was proposed by Dr A Muir and seconded by Mr R Taylor and unanimously agreed. The Chair signed the minutes.

Mr J Davies
Mrs L Gill

CM2190 Membership

CM2190.1 To Note Membership Statistics

Mrs L Gill informed Council that membership figures had continued to increase since March and that Scott-Grant had 33 students to date this year. Mrs L Gill also informed Council that she had in the last week put together a complete IMS Certificate course for one of Scott-Grants clients and this would be an estimated £10,000 of income for the Institute. Mrs L Gill informed Council she had emailed CCL Zimbabwe twice since the last Council meeting with no response from them at all. It was agreed that a final letter should be sent to CCL informing them that their approved provide status had lapsed. Mrs L Gill also informed Council that in recent months she had contacted 467 members who did not have a registered email address with the Institute asking them to update this information and she was having a good success rate as the Institute now held 1846 email addresses in total. (See Appendix CM2190.1)

Mrs L Gill

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CM2190.2 Chair of Membership Report

Mr R Taylor had prepared a progress report for Council which he informed them was encouraging and that it was now 12 months since the 5-year Affiliate membership had been introduced. Mr R Taylor said this had not caused any problems with its implementation, but Council would need to have a strategy in place to retain these members when membership renewal become due from 2021 onwards. Mr R Taylor said that some repeat contact with members was required moving forward such as the newsletter, website and updating database details. He also said that payment of membership fees should be made as simple as possible and this should be incorporate in the new website. Also contact would be made with members once the IMS CPD was launched. Mr R Taylor said that amendments to the Membership and Examination Regulations, membership application form and membership grade template would be completed and be available on the IMS website by the end of July this would include all CPD amendments. As part of his report Mr R Taylor had updated the full age profile chart until the end of May and said this was again encouraging and that the age profile within the Institute had changed even since February 2019. (See Appendix CM2190.2)

Mr R Taylor

CM2190.3 MMS (Dip)

Mr R Taylor had prepared a further report following the March Council meeting regarding the MMS(Dip) grade. Mr R Taylor had proposed a new criteria for this grade as the IMS Diploma Certificate had not been a current qualification for several years. After some discussion it was agreed that this should be discussed in detail by the Education Panel and a paper would be presented to Council at the October meeting. The paper is to include how this will be implemented, the updated criteria for this grade and how this will be applied by the Fellowship panel when they receive applications for approval. (See Appendix CM2190.3)

Mr R Taylor
Mr D Blanchflower
Dr A Muir
Mr S Tate

CM2191 Finance

CM2191.1 Finance Report

The Treasurer had prepared a report for Council and informed them that the M&G Fund investment had recovered some of its value to £165,000. Mr M Lewis asked why the investment income budget had been set to £5,000 in the budget report when the actual income for 2018 was £12,278. The Treasurer explained that he felt that a more cautious figure was necessary especially as the M&G Fund seemed to be moving up and down quite often at present. The Treasurer concluded by saying that the accounts showed a surplus of £4,092 on the 31 March 2019. (See Appendix CM2191.1)

CM2191.2 Audited Accounts 2018

The Treasurer asked Council members if they had any comments regarding the audited accounts it was agreed that a few amendments were required to page one regarding designatory letters and council positions. The Treasurer reported that the auditors had queried the fall in the value of the M&G Fund and the Treasurer said he had written to the auditor on this matter. Council were asked to approve the accounts, and this was proposed by Mr S Tate, seconded by Mr M Lewis and unanimously agreed. (See Appendix CM2191.2)

CM2191.3 Scottish Region Funding

Dr A Muir informed Council that as Mr B Smiths health had deteriorated the API had donated £1,300 in funds to Alzheimer UK from one of its accounts in recognition of Mr B Smith who had been Treasurer. Dr A Muir said this had

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caused several problems with the Bank and he asked if the Institute would face the same difficulties should this happen to one of our regions. The Treasurer informed Council that this would not be the case as all regions except the Eastern Region had two signatories on their account and that he as Treasurer had sole authorisation on any region account. He also said that funds from any account could be transferred to the main IMS account electronically. Mrs L Gill also reminded Council that if Mr J Cutler was standing down in October the signatories for the Institutes main accounts would need to be revised accordingly.

Mr D Blanchflower

CM2192 Subsidiary Groups**CM2192.1** Report from the Chair of Media and Marketing Group

Mr D Blanchflower had prepared a progress report in which he informed Council that he had moved the small quantity of printed journals back to Deesons as it removed the VAT incurred if they did not print them. Mr D Blanchflower informed Council that little progress had been made with the IMS website other than him speaking to a company in Liverpool who could produce a website for approximately £400. Mr D Blanchflower said he would have to check to see if they could provide PayPal within this service. Mr R Taylor expressed his concern at the low cost and said the Institute would need to spend more money to obtain the website it really required. Mr D Blanchflower also expressed his disappointment that no other Council members were prepared to assume some responsibility for the website. Mr S Tate informed Council that he would like to become involved in the new website and it was agreed that he would speak to Mr D Blanchflower on this matter.

Mr D Blanchflower
Mr S Tate

CM2192.2 Supplementary Media Report

Mr D Blanchflower had prepared a report regarding the Institutes Annual Accounts which have been displayed in the Autumn Management Services Journal for many years. Mr D Blanchflower asked Council if they could now be removed from the Journal as the accounts could be made available on the Institutes website and this would leave 10 pages for more articles. Mr M Lewis thought that the Institute may have to print copies of the Annual accounts and said he would investigate this point. It was unanimously agreed that the accounts would be removed from the Autumn journal and a summary would be put in its place with a notice informing members that the Annual accounts would be displayed on the IMS website.

Mr M Lewis

Mr D Blanchflower

CM2193 Education**CM2193.1** Report from the Chair of Education

Mr S Tate had prepared a progress report in which he informed Council that during the last twelve months the Time Study Practical marking structure had been completely overhauled and this was now near completion. There had been a couple of recent enquires about becoming an Education Provider from Cyprus and Nigeria they had both received the new initial contact letter, but the Institute had not heard anything further from them. Mr S Tate gave a launch timeline for the end of July for the IMS CPD Scheme. (See Appendix CM2193.1)

CM2194 IMS Strategy**CM2194.1** IMS Website

This had been discussed at minute CM2192.1.

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CM2194.2 Institute Name	
<p>Dr A Muir had raised this point regarding the Institute adding Royal to its name or pursuing a Royal Charter. After speaking to the Institute President, it had been decided not to pursue these. Mr R Taylor had produced a supplementary report suggesting that the Institute name should not be changed as a lot of time and effort had been already used to promote the Institute. Mr R Taylor thought that some suitable straplines would be more appropriate, and the Institute already had three of these. It was agreed that all Council members would submit suggestions for suitable straplines which only needed to be a few words and not paragraphs by 31 August 2019. Dr A Muir said the Institute was now operating at a small surplus and the most important issue would be to plan a strategy to move the Institute forward this should cover the next 3 – 4 years. It was agreed that all Council members should attend all three Council meetings and that all should be actively involved in the day to day running of the Institute instead of just a few. It was agreed that all Council members would submit one A4 sheet of basic ideas to Mrs L Gill by 31 August 2019. It was agreed that all submissions would then be forward to Mr M Lewis who would prepare a strategy report for the October Council meeting. (See Appendix CM2194.2)</p>	<p>All All Mr M Lewis</p>
CM2195 <u>Institute Administration</u>	
CM2195.1 Elections 2019	
<p>Dr A Muir informed Council that only three out of the four vacancies on Council had been filled. Mr J Cutler confirmed that he would be stepping down and this meant that one vacancy remains. It was agreed that a considered approach was needed to fill the remaining vacancy. Mr R Taylor said he could speak to four IMS Corporate members to ascertain if they would be interested in joining Council. It was agreed that potential candidates needed to be sourced by the October Council meeting so that this could be voted on at that Council meeting ready for someone to be co-opted after the Institute AGM. Dr A Muir confirmed he had written to the Returning Officer and informed him he would not be needed and to each successful candidate informing them of their success. He had reminded all candidates that the result must remain confidential until the AGM in October.</p>	Mr R Taylor
CM2195.2 Election Procedure	
<p>Dr A Muir had written a revised election procedure which was noted by Council. (See Appendix CM2195.2)</p>	
CM2195.3 Memorandum Articles of Association.	
<p>Dr A Muir informed Council that he had received an email from the Charity Commission indicating they had not had any changes from the Institute since 1984. Dr A Muir informed Council that this was not the case and there was correspondence in the Company Secretary file from 2001 indicating this. Dr A Muir had prepared a letter which was being sent to the Charity Commission as soon as possible regarding this matter.</p>	Dr A Muir
CM2195.4 Arrangements for 2019 AGM & Event	
<p>Mr J Cutler confirmed that the George Hotel had been booked for the Institutes AGM & Event which was entitled “Customer Service & Productivity Versus Efficiencies & Productivity”. He informed Council that to date two speakers had confirmed they would be attending and that two more slots needed to be filled. Council members agreed that the event needed to be advertised to IMS members to ensure there was a good attendance. Mr J Cutler said he would continue to liaise with Mrs L Gill regarding the event. All Council members</p>	<p>Mrs L Gill Mr J Cutler ALL</p>

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were asked to put names forward for an invite list. (See Appendix CM2195.4)	ALL
<p>CM2195.6 World Productivity Congress (21-23 September 2019)</p> <p>Dr A Muir informed Council that he was having some difficulty obtaining any information regarding the WPC as there was no information at all on their website. Dr A Muir had contacted Mr J Heap the WPC President who informed him that this may be postponed until November 2019. Council members found this unusual practice for a WPC and wondered if Dr A Muir should attend this at all.</p>	
<p>CM2195.7 IMS President.</p> <p>Professor Colin Coulson-Thomas had prepared a report of his activities from his first year as IMS President. Council members were pleased with the Presidents efforts of promoting the Institute in a short space of time. (See Appendix CM2195.7)</p>	
<p>CM2195.8 Jafcon Overseas Representative</p> <p>Mrs L Gill informed Council that Dr Akbar Jaffari's Overseas Representative Certificate would expiry on 26 November 2019. Dr A Muir said he would write to Dr Akbar informing him of this.</p>	Dr A Muir
<p>CM2196 <u>Date of Next Meeting</u></p> <p>The next Council of Management meeting is scheduled to be held at Brooke House on Thursday 3 October 2019 commencing at 14.00 hrs.</p>	
<p>CM2197 <u>Chairman's Closing Remark</u></p> <p>The Chairman thanked Council members for attending the meeting.</p> <p>The meeting Closed at 14.10 hrs</p> <p>Chairman:..... Date:.....</p> <p>Distribution: President Chairman Council Members</p> <p><u>Council Meeting Dates for 2019</u> Thursday 3 October 2019 Friday 4 October 2019 – AGM / Event</p>	