

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held at Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AA on Friday 8 June 2018 commencing 10:30 hrs.

Present: Mr J Cutler - Chairman
Mr D Blanchflower - Treasurer
Dr A Muir - Company Secretary
Mr R Taylor
Mr J Davies
Dr J Lucey

Apologies: Mr M Towle, Mr S Tate

In attendance: Mrs L Gill - IMS Admin Manager

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CM2152 Chairman's Introduction

The Chairman welcomed all members present.

CM2153 Attendance Sheet

The attendance sheet was signed.

CM2154 Apologies for Absence

Mr M Towle and Mr S Tate.

CM2155 Acceptance of Previous Minutes

Chairman asked that the Council Minutes dated 6 April 2018 be accepted as a true record this was unanimously agreed, and the minutes were signed. Dr A Muir proposed that the new President should receive a copy of the Council of Management Minutes so that he was up to date with Institute matters and any policy changes this was unanimously agreed.

CM2156 Membership

CM2156.1 To Note Membership Statistics

Mrs L Gill informed Council that Scott-Grant Ltd continued to provide a steady flow of students in 2018 and was still the Institutes main source of income with 12 students taking Life Membership on completion of the IMS Certificate to date. It is anticipated that a further 25 students will become Life Members between June – August 2018. No communications had been received from CCL in 2018 and it was agreed that an email would be sent to them asking what their plans were moving forward for the next 12 months. Mrs L Gill informed Council that she had not been able to continue the upgrading promotion however Mr R Taylor had been promoting upgrading through Scott-Grant and its IMS contacts. (See Appendix CM2156.1)

Mrs L Gill

CM2156.2 Report from the Chair of Membership

Mr R Taylor had prepared a Membership Report in which he confirmed that the new 5-year Affiliate membership had been offered to all annual members as their membership is about to lapse or had lapsed in the last twelve months. All members whose membership lapsed in 2016/17 had also been contacted and offered a significantly reduced fee to reinstate with a 5-year membership. Mr R Taylor informed Council that the Institute was now in a position where it would no longer be losing annual members and that this would also have a

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positive effect on the age profile of the Institute. Mr D Blanchflower and Mr R Taylor had also been in discussions regarding incorporating the new CPD Scheme within the IMS Membership Grades as a compulsory element and it was agreed that the basis for this was already in the current structure. Mr R Taylor had also produced a chart on his thoughts on the membership/grade structure moving forward this incorporated an IMS Diploma and an Apprenticeship. Mr R Taylor informed Council that it is not feasible for any more income to be made from Education other than by increasing volume and that a further income stream may be required from the existing Life Members. (See Appendix CM2156.2 a/b)

CM2157 **Finance**

CM2157.1 Finance Report

The Treasurer had prepared a Finance Report and informed Council that the M & G Investment Fund had fallen in the first quarter of 2018 but had now risen again to the original investment level he informed Council that the Institute had received £5,000 interest income in its first year. The Treasurer asked that Council approve the reinvestment of funds in both the Aldermore Bank and United Trust as the current fixed term will end in September 2018 and both banks were offering a better rate Aldermore 1.5% and United Trust 1.65% Council unanimously agreed to the Treasurer reinvesting funds into these banks. (See Appendix CM2157.1)

CM2157.2 Audited 2017 Accounts

The Audited 2017 accounts had been circulated to Council prior to the meeting and Council members were asked to approve them. Dr A Muir noted one amendment on page 1 the Mr S Tate was an MMS not FMS as stated. Mrs L Gill also informed Council that the auditors had asked that note 7 on page 14 be noted by Council and again on Page 14 the auditor had asked Council members to confirm that the early years pension tax provision, in their opinion, is not payable. This was proposed by Dr J Lucey and seconded by Dr A Muir and unanimously agreed by Council. (See Appendix CM2157.2)

CM2158 **Subsidiary Groups**

CM2158.1 Report from the Chair of Education

Mr S Tate had been unable to attend the meeting but had submitted an Education Report it was noted that he was at present undertaking the new IMS CPD which had shown that a new way of making payments to the Institute needs to be investigated which the Treasurer was already looking at. Mr R Taylor had also had an input into this report and he informed Council that all three of the current Time Study examinations had been reviewed and in the coming months one further film that was unused at present will be reviewed and then added to the existing examinations. Mr R Taylor also informed Council that the Apprenticeship route progression had been slow and that Mr S Porter an IMS Fellow had been helping Scott-Grant to progress this and that he had received payment for this work. The Institute had received an enquiry from Tehrain regarding a proposal to work together and Professor Coulson-Thomas had gained a couple of leads in India. (See Appendix CM2158.1).

Mr D Blanchflower

CM2158.2 Report from the Chair of Media and Marketing Group

Mr D Blanchflower had prepared a progress report in which he informed Council that looking at the Analysis of website use it indicated that the most viewed website pages were Method and Time Study. It was agreed that it would be interesting to see how many times the journal page was visited once it is on line only. (See Appendix CM2158.2)

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CM2159 <u>IMS Strategy</u>	
CM2159.1 Discussion Paper on Royal Charter Status	
<p>Dr A Muir had put forward a paper on Royal Charter status and whether it was something the Institute should pursue. It was agreed that this would be a long process and a strategy would be needed to work on the IMS current status as the Institute is primarily a certifying body. It was agreed that Dr A Muir would contact the CITMA and ask them how they gained Royal Charter status as they have a similar size membership. (See Appendix CM2159.1)</p>	Dr A Muir
CM2159.2 Discussion Paper on IMS Change of Name	
<p>Mr R Taylor had put forward a paper on changing the Institutes name this contained reasons for and against a change of name. Council members agreed with the content of this paper and it was agreed that it is not the right time at present, but it may be more appropriate at a later date. (See Appendix CM2159.2)</p>	
CM2159.3 Memorandum of Understanding India	
<p>A memorandum of understanding had been sent to the Institute from the President. Mr D Blanchflower had prepared a paper for Council on this which recommended that Council considered signing an MOU with the Institute of Directors, India. Council unanimously agreed to this and the Company Secretary was asked to sign this document on behalf of Council. (See Appendix CM2159.3)</p>	Dr A Muir
CM2159.4 Journal Going On-Line	
<p>Dr J Lucey had prepared a paper for further potential savings for the journal. It was agreed that at least a twelve-month period was required before any further plans would be made regarding the journal as Council needed to see if the Journal was being accessed on-line from September on a regular basis. (See Appendix CM2159.4)</p>	
CM2160 <u>Institute Administration</u>	
CM2160.1 Position Descriptions for President, Data Officer	
<p>Dr A Muir had submitted two position descriptions for President and Data Officer which were noted by Council. (See Appendix CM2160 a/b)</p>	
CM2160.2 Personal Protection Procedure	
<p>Dr A Muir had submitted a Personal Data Procedure and stated that Mrs L Gill had day to day responsibility and control of the Institutes personal data. Mr D Blanchflower informed Council that CAATS Administration is the Institutes Data Processor and that a contract between the Institute and CAATS is required. Mr D Blanchflower also informed Council that a procedure was required for the backing up and storage of personal data held by the Institute. Dr A Muir was asked to write this procedure. (See Appendix CM2160.2)</p>	Dr A Muir
CM2160.3 Articles of Association	
<p>Dr A Muir informed Council that an article had been placed in the Summer Management Services Journal with the changes that have been made to the Articles of Association which would need to be voted on at the AGM in October. Once this had been done then a copy of the updated articles would need to be sent to the Charity Commission and Companies House.</p>	

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CM2160.4 New Scottish Region Chair

Dr A Muir informed Council that Mr B Smith had stepped down as Scottish Region Chair for health reasons and Mr David Irvine had been appointed as the new Scottish Chair. Dr A Muir informed Council that there had been some issues with the closure of the Scottish Region bank account, but this had now been dealt with.

CM2160.5 Arrangements for 2018 AGM

Mr D Blanchflower asked Council members if the format for the 2019 AGM/Event should continue over two days or if it should be reviewed to accommodate working Council members it was agreed to look at this for next year.

CM2160.6 Event After the 2018 AGM

The Chairman informed Council that the event after the AGM would have a similar format to the previous year. Council members agreed that this was a much better format. It was suggested that our President should be asked to attend and give a ten-minute update in his new role and what he has achieved in this time. Mr R Taylor suggested that Mr G Bastable from DHL may be persuaded to give a talk and that perhaps Steven Porter could be asked to talk about Apprenticeships and the future for them.

CM2160.7 Region Funding

Mrs L Gill informed Council that at the last meeting it had been agreed that an email would be sent to all Region Chairmen asking if they required any further funding for 2018. Mrs L Gill informed Council that only two Regions had responded Eastern and West Midlands and that neither required any funding this year.

CM2161 **Date of Next Meeting**

The next Council of Management meeting is scheduled to be held at Brooke House on Thursday 11 October 2018 commencing at **????** hrs.

CM2162 **Chairman's Closing Remark**

The Chairman thanked Council members for attending the meeting.

The meeting Closed at 13:30 hrs

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

Distribution:
Chairman
Council Members

Council Meeting Dates for 2018

Thursday 11 October 2018
Friday 12 October 2018 – AGM