

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held at Brooke House, 24 Dam Street, Lichfield, Staffordshire WS13 6AA on Friday 9 June 2017 commencing 10:30 hrs.

Present: Mr J Cutler - Chairman
Dr A Muir - Deputy Chairman / Interim Co. Secretary
Mr D Blanchflower - Treasurer
Mr R Taylor
Mr S Tate
Mr J Heap

Apologies: Mr M Towle

In attendance: Mrs L Gill - IMS Admin Manager

Minutes

Action

CM2108 Chairman's Introduction

The Chairman welcomed all members present and asked that the meeting be dedicated to the memory of Mr R Bridges who had served on the IMS Council of Management for many years and had recently passed away.

CM2109 Attendance Sheet

The attendance sheet was signed.

CM2110 Apologies for Absence

Mr M Towle.

CM2111 Acceptance of Previous Minutes

The Chairman asked that the Council Minutes dated 10 March 2017 be accepted as a true record. Mrs L Gill informed Council that Mr M Towle had raised the following points. Minute CM2101.2 Mr M Towle wished for his name to be inserted after the 1 vote against this point this. Mr M Towle also queried there was no record of council delegate funding but it was agreed this was covered in point CM2101.3. Mr M Towle also queried if Mr J Cutler had left the meeting before the East Midlands Report, but Mr J Cutler confirmed that he had left the meeting after this item. Mrs L Gill also informed Council that the East Midlands Region had not met since the last Council meeting and Mr M Towle was unable to confirm if the Region would be contacting its own region members at this point. Mr M Towle had also tendered his resignation as East Midlands Region Council Delegate. It was agreed that the Chairman would write to Mr M Towle regarding these points. Council agreed unanimously that the minutes of the meeting on Friday 10 March 2017 were a correct and true record of the meeting this was proposed by Dr A Muir and Seconded by Mr S Tate, the Chairman signed the minutes.

Mr J Cutler

CM2112 Membership

CM2112.1 To Note Membership Statistics

The latest membership statistics were noted by Council. Mrs L Gill informed Council that Scott-Grant Ltd continued to provide a steady flow of students and was still the Institutes main source of income. Jafcon had still not provided any students for its PIP Programme and it was agreed that Dr A Muir would write to them as an audit should be carried out shortly but as no new students or examination scripts had been received this matter would also be addressed in

Dr A Muir

Minutes**Action**

this letter. Mrs L Gill informed Council that since contacting Mr B Carr regarding his enquiry to run a time study practical course in Botswana both she and Mr R Taylor had been contacted by the Botswana Government asking for confirmation of Institute Approved Education Providers since then Scott-Grant has been able to provide a course for several people from this organisation. Mr R Taylor also informed Council that having spoken to one of the Botswana students he understood that the University in Botswana were interested in setting up an IMS Certificate qualification. Mr J Heap also informed Council that the new Productivity Council had appointed an interim CEO Richard Baker of BAE Systems it was agreed that the Chairman would write to him introducing the Institute and Mr R Taylor also pointed out that several BAE employees were members of the Institute. (See Appendix CM2112.1)

Mr J Cutler

CM2113 **Finance****CM2113.1** Treasurers Report 2017

The Treasurer had prepared a budget and expenditure report on the first quarter of 2017 and informed Council that although the operating budget for 2017 had been indicated at £45,750 this may be significantly reduced by the number of students that Scott-Grant were obtaining. It was also acknowledged that once Jafcon had been challenged over its lack of students then this may also have an effect on the Institutes income. (See Appendix CM2113.1)

CM2113.2 Audited Accounts for 2016

The Treasurer brought to Councils attention that at item 12 (page 16) of the audited accounts there appeared to be a charge on one of the Institutes Royal Bank of Scotland accounts. It was agreed this should be removed and the Treasurer and Company Secretary agreed to resolve this matter. The accounts were unanimously accepted by Council subject to the above amendment and the Interim Company Secretary name being added at page 5. (See Appendix CM2113.2)

Dr A Muir
Mr D Blanchflower**CM2113.3** Upgrade of IMS Computer System

The Treasurer informed Council that a budget of £1,000 had been allocated for this item at the October 2016 meeting. It was agreed that approval would be given to the Proposal by CAATS subject to an IMS profile also being put on the laptop as well as the cloud so that the administration of the Institute could carry on if the internet access was disrupted for any reason. The Treasurer requested that the Technical and User support fee of £550 be reviewed each year by Council. (See Appendix CM2113.3)

CM2114 **Institute Refresh****CM2114.1** Survey Results for Journal and Education

Mr D Blanchflower informed Council that a journal survey had been undertaken since its last meeting and it had resulted in 122 completed surveys with 96% being in favour of receiving the Management Services Journal electronically. It was agreed that a notice should go out with the Autumn Journal informing the IMS membership of the survey result giving them a further opportunity to make their views known. Mr D Blanchflower had also given out at the meeting some sample digitally printed journals so that the print quality could be compared with the current journal. It was agreed that the digitally printed journals were acceptable and could be used if a small print run was required. Dr A Muir asked if the Articles of Association would need to be updated as several legal items were displayed in three issues of the journal such as the AGM Notice, Audited Accounts and Institute Elections it was agreed that these would need to be updated. The Chairman thanked Mr D Blanchflower for all of the work this project had taken. (See Appendix CM2114.1)

Mr D Blanchflower

Dr A Muir

Minute	Action
CM2114.2 West Midlands Region Assessment of the IMS Website	
<p>The Chairman informed Council that the West Midlands Region had been encouraged by the email Mr D Blanchflower had sent to them on this matter and he reported that the West Midlands Region were assessing the look and design of the website at the moment and how it could be made more appealing to users.</p>	
CM2114.3 Discussion Paper IMS Income/Expenditure	
<p>Dr A Muir had re-tabled his report from the March Council meeting for further consideration regarding the Institute its Life Membership and how further income needed to be generated. It was agreed that all Council members would provide ideas and thoughts to Mr S Tate on how income could be generated and from this a report would be compiled for the next Council meeting to discuss the options put forward. (See Appendix CM2114.3)</p>	<p>ALL Mr S Tate</p>
CM2115 <u>Subsidiary Groups</u>	
CM2115.1 Update report from the Chair of Education	
<p>Mr S Tate had provided a report for Council and informed them that the current strategy he was using in trying to attract new providers needed changing as no response was being received. Mr S Tate was also concerned with Dr Najmadden as he had not confirmed numbers of students he may be putting through the courses he wanted the Institute to endorse when asked. It was agreed that Mr S Tate should now wait until Dr Najmadden contacts him again with the information the Institute has asked for. (See Appendix CM2115.1)</p>	<p>Mr S Tate</p>
CM2115.2 Update report from the Chair of Media and Marketing	
<p>Mr D Blanchflower had provided an update report for Council which was noted. Mr D Blanchflower also informed Council that an open letter had been sent to the Editor of the Management Services Journal from the West Midlands Region Chairman Mr J Hopkinson. This letter had reached the Editor after the production of the Summer Journal and had contained his disappointment at the Council of Managements decision to cut region funding. It was agreed that the Chairman would write to Mr J Hopkinson regarding this matter. (See Appendix CM2115.2)</p>	<p>Mr J Cutler</p>
<p>Mr J Heap left the meeting at 2.30 pm.</p>	
CM2115.3 Update report from the Chair of Membership	
<p>Mr R Taylor had provided a Membership report for Council and said that at the March meeting membership fees had been increased subject to them being approved at the AGM meeting in October 2017 and that the education course fees would also rise from September 2017 and in recent years this has increased substantially but would probably not rise as high in coming years. Mr R Taylor also informed Council that he had been gathering information on another training initiative and this may be an option for the Institute in the coming months. Mr R Taylor informed Council that he would prepare a report for Council on his thoughts on this initiative for the October meeting. Mr R Taylor also informed Council that he had received some interest in offering an IMS Diploma Course. (See Appendix CM2115.3)</p>	<p>Mr R Taylor</p>
CM2116 <u>Education</u>	
CM2116.1 Dr Najmadden Short Courses	
<p>This matter had already been discussed at minute CM2115.1.</p>	

Minute**Action****CM2116.2** West Midlands Proposal for Distance Learning Package.

This report had been received originally at the March meeting but had been unable to be discussed at the meeting by Council. It was agreed that the West Midlands Region should carry out research on suitable courses for an on line distance learning packages. It was agreed that the Chairman would speak to the West Midlands Region regarding this initiative and a progress report would be available for the October meeting. (See Appendix CM2116.2)

Mr J Cutler

CM2117 **Any Other Business****CM2117.1** Council Elections 2017

Mrs L Gill informed Council that the Returning Officer for 2017 Election had been appointed and that the Election procedure had been followed. As all of the administration process had been completed all other aspects for the Election would be managed by Mr P Grice and the Returning Officer.

CM2117.2 Arrangements for 2017 AGM and October Council Meeting

The Chairman informed Council that it was intended to hold the next Council meeting on Thursday 19 October at 14.30pm at Brooke House. This would then be followed on Friday 20 October by the 2017 AGM to be held at the George Hotel with an event held directly after this which would include a buffet lunch so that invited members could network. It was agreed that a short Council meeting would be held after this event to agree the Officer positions only for Council for the ensuing year. The Chairman informed Council that he would be sending out a table of events for the day shortly.

Mr J Cutler

CM2117.3 Honorary Fellowship Professor Coulson-Thomas

Mr D Blanchflower had provided Council with a report on why he felt that Professor Coulson-Thomas would be a suitable candidate for the award of Honorary Fellow. It was unanimously agreed to give this award to Professor Coulson-Thomas and Mr D Blanchflower was asked to invite him to the AGM/Event so the award could be presented to him in person. (See Appendix CM2117.3)

Mr D Blanchflower

CM2117.4 World Productivity Congress.

Dr A Muir had provided Council with an update report on his visit to the WPC in Bahrain which was noted. (See Appendix CM2117.4)

CM2118 **Date of Next Meeting**

The next Council of Management meeting is scheduled to be held at Brooke House on 19 October 2017 commencing at 1430 hrs.

CM2119 **Chairman's Closing Remark**

The Chairman thanked Council members for attending the meeting.

The meeting Closed at 16:00 hrs

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

Council Meeting Dates for 2017

Thursday 19 October – Council Meeting
Friday 20 October 2017 – AGM and IMS Event