

INSTITUTE OF MANAGEMENT SERVICES

MINUTES of the Council of Management meeting held on Thursday 1st April 2021 at 11.00 am using the electronic platform, ZOOM.

Present: Dr A Muir - Chairman
Mr D Blanchflower - Treasurer and Company Secretary
Mr R Taylor
Mr I Bromley
Mr M Lewis

Apologies: Mr S Tate

Minutes

CM2246 Chairman's Introduction

The Chairman welcomed everyone to the Council meeting using Zoom.

CM2247 Attendance

The names of those who had linked in to the meeting were recorded.

CM2248 Apologies for Absence

Mr S Tate.

CM2250 Acceptance of the Previous Minutes

The Chairman asked if the Council minutes dated 20th November 2020 be accepted as a true record. After discussions on the action points listed, it was agreed that all the points had been actioned and the minutes were unanimously accepted. Proposed by Mr R Taylor seconded by Mr I Bromley. The Chair signed the minutes.

CM2251 Financial Report

Mr D Blanchflower had circulated a combined report prior to the meeting which included an update on the Institute's finances (See attached). It highlighted that in the first three months of 2021 there had been a small surplus accrued of £4,081. This surplus had only been possible because of the Government grants received through Lichfield District Council and the fact that expenditure had been kept to a minimum. The Chair thanked the Treasurer for keeping a tight hold on the purse strings and securing the various grants.

CM2252 Admin Support and Accommodation

The issue of admin support and accommodation was discussed at great length. Mr R Taylor reported that he was continuing discussions with two potential service providers, one based in Wolverhampton, the other working out of the same office complex as the Institute in Lichfield. **Mr R Taylor** said he would report back to Council on his findings within the next 14 days.

Mr D Blanchflower advised that the contract for the Institute's office in Lichfield was for 11 months but can be terminated giving 3 months notice.

CM2253 **Membership**

The Chair of Membership had submitted a comprehensive report prior to the meeting outlining the situation during 2020 and from November '20 to March '21. Included in the report was also a projection as to how the rest of 2021 would develop in terms of membership (See attached).

Action required from the report included: fees to reinstate or extend lapsed 5 year Affiliate Membership - it was proposed that the Council offer a further 5year extension at a suitable fee to be set by the Chair of Membership. This was unanimously agreed. It was also unanimously agreed that the current fees for the various grades of membership be retained for the forthcoming year.

CM2254 **Education Provider Report**

Mr R Taylor had circulated a report prior to the meeting that provided an update on our Education Provider activities (See attached). The report outlined the current situation with regard to the various courses. The report also outlined a new option for Module 2, Work Measurement - it was a form of Activity Sampling/Rated Activity Sampling. Dr A Muir commented that Systematic Rated Activity Sampling was the Work Measurement Technique predominately used in local authorities due to the significant amount of team working.

Mr R Taylor advised Council that he had been in touch with the British Standards Institution to find out why BS3138: Glossary of Terms, had been withdrawn. He had, as yet, not had a satisfactory explanation from the BSI. Dr A Muir asked if he, as Chairman of the IMS, should contact them, but **Mr R Taylor** said he would prefer to follow this up personally.

CM2255 **Media**

Mr D Blanchflower in his combined report outlined the current situation with the journal. Amongst other things, he was in the process of writing up a piece to mark the 100th birthday of the Duke of Edinburgh, a Past President of the Institute.

In terms of the email Newsletter and Website he said that, although he did not have direct responsibility for either, he had prepared and sent out three newsletters and posted Council Election notifications on the website.

Mr S Tate had submitted a report on the development of the new website. Concern was expressed as to the slow progress of this and after a fairly long discussion **Mr R Taylor** said he would contact Mr Paul Vernon of New Media Development, to ascertain why he had not responded to the various communiques from the Institute.

CM2256 **Council Elections**

Mr D Blanchflower, as Company Secretary, advised that all the necessary notifications for the Council of Management elections were now in place. He had received only one formal nomination at the time of the meeting although the deadline for nominations was 22nd April.

Mr R Taylor said that he was up for re-election and asked if **Dr A Muir** and **Mr I Bromley** would propose and second his nomination. Both agreed to do this.

CM2257 **Annual General Meeting**

It was agreed that this year's Annual General Meeting would be held as a virtual meeting on Friday 8th October 2021 at 10.30 am. This would be followed by a short meeting of the new Council.

CM2258 **Date and Format of Next Meeting**

The next meeting of Council will be held week commencing 26th April, 2021, using a new electronic format to be arranged by **Mr R Taylor**. **All members** to notify **Dr A Muir** of their availability, so he can arrange and confirm the date and time.

Chairman's Closing Remarks

In closing the meeting, the Chairman thanked everyone for all their support and concluded by asking everyone to continue to take care and stay safe!

The meeting closed at 02.15pm

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Action required by Council members where their names are emboldened.