**IOP COUNCIL**

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| **Council Room, 37 Caledonian Road, London N1 9BU**  **Thursday 02 May 2019, 9.30am –3.30pm**  **MINUTES** |

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| **Present** |  |
| Dame Julia Higgins (JH) | President |
| Jonathan Flint (JF) | President-elect |
| Julian Jones (JJ) | Honorary Treasurer |
| Brian Fulton (BF) | Honorary Secretary |
| Carol Davenport (CD) | Vice-President, Education |
| James McKenzie (JMcK) | Vice-President, Business |
| Mark Telling (MT) | Vice-President, Membership |
| Sarah Thompson (ST) | Vice-President, Science & Innovation |
| Tariq Ali (TA) | Member |
| David Boyce (DB) | Member |
| Lesley Cohen (LC) | Member |
| June McCombie (JMcC) | Member |
| Deborah Phelps (DP) | Member |
| Anne Tropper (AT) | Member |
| Tamara Sheret (TS) | Member |
| Peter van der Burgt (PvdB) | Member |
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| **Apologies** |  |
| Jim Al-Khalili (JAK) | Member |
| Wendy Flavell (WF) | Member |
| Becky Parker (BP) | Member |
| Neil Thomson (NT) | Member |
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| **In attendance** |  |
| Paul Hardaker (PH) | Chief Executive Officer |
| Rachel Youngman (RY) | Chief Operating Officer (Minutes) |
| Tony McBride (TMB) | Director of Policy and Public Affairs |
| Mike Bray (MB) | Chief Finance Officer |
| Steve Hall (SH) | Managing Director of IOP Publishing |
| Marianna Salgueiro (MS) | Project Manager (Strategy) for item 6.1 |

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| **1** | **TRUSTEES-ONLY SESSION** | |
|  | The meeting began with a trustees-only session. | |
| **2** | **WELCOME, APOLOGIES & GENERAL UPDATES** | |
|  | JH welcomed trustees to the meeting, noting that apologies had been received from:   * Jim Al-Khalili * Neil Thomson * Wendy Flavell * Becky Parker   JH welcomed PvdB to his first Council meeting, stressing the importance of his role to represent Ireland as a co-opted member of Council, given that IOP is the National Physical Society of Ireland.  JH thanked LC for her role on Council, confirming this was her last meeting due to a conflict of interest with her new role as editor-in-chief of Applied Physics Letters. It was noted that LC would remain a member of the Diversity and Inclusion Committee. A gift was presented by PH on behalf of the Council and the Executive with their thanks.  **Confidentiality**  Council members were reminded that all papers and discussions are confidential until reported in the website minutes or otherwise decided by Council.  **Starred items**  BF asked that two reports be unstarred: the reports of the Membership Committee and Science and Innovation Committee.  **GENERAL UPDATES**  Manchester Branch  JH informed Council that she had visited the Manchester branch where she attended an excellent lecture given by ST. JH will be visiting Sheffield and Leeds later this month where she will meet members of the Yorkshire branch, and she will also visit the Advanced Manufacturing Research Centre.  International  RY informed Council that a request had been received from BEIS to support UKRI and DfID on work to improve UK collaboration through the Global Challenge Research Fund (GCRF) capacity building programme in Sub-Saharan Africa. An initial discussion had taken place with the Professor Mark Thompson, Executive Chair of STFC, and IOP will be hosting a senior stakeholder meeting later this year.  Council was also reminded that the Newton Lecture will be held on 13 May at the Canadian High Commission in London. The Lecture will be immediately followed by a dinner where IOP has been invited by the High Commission to lead discussions to keep momentum in the UK and Canada Quantum technology programme. The IOP had agreed to support this initiative following discussion with key stakeholders including Sir Peter Knight, Innovate UK and representatives from the Quantum Hubs. JH and TA will attend the dinner with PH and RY.  37 Caledonian Road  JH mentioned a detective novel that includes reference to the building in its former incarnation as a warehouse. It was suggested that the author might be invited to the building.  Council NOTED the updates. | |
| **3** | **DECLARATIONS OF CONFLICT OF INTEREST** | |
|  | None were declared. | |
| **4** | **MINUTES OF LAST COUNCIL MEETING (24 January 2019) AND ACTION STATUS REPORT** | |
| 4.1 | **MINUTES OF LAST COUNCIL MEETING AND ACTION STATUS REPORT**  **Draft minutes**  Council APPROVED the minutes of the meeting held on 24 January 2019 noting the following changes:  JH attended the Bragg Symposium in her capacity as Chair of the External Advisory Board. The Symposium was not related to the opening of the centre.  BF referred to item 6.7 and asked that the wording be changed from President-election to President-elect.  Council asked that the wording for the technician award be reviewed to tighten the language used, and there was a request for redacting the third paragraph under section 6.6.  **Action status report**  JH noted that outstanding actions appear on the agenda and that there were no matters arising. | |
| 4.2 | **MINUTES OF LAST COUNCIL MEETING FOR WEBSITE PUBLICATION**  Noting a change to financial confidentiality, Council APPROVED the redactions of the Council meeting minutes of 24 January 2019 ready for publication on IOP Connect. |

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| **5** | **GOVERNANCE** |
| 5.1 | **UPDATE ON COUNCIL VACANCIES AND ELECTIONS**  PH informed Council that nominations for candidates had been received for the three senior trustee roles and three council member vacancies. The Nominations Committee had met and reviewed nominations and declared that all candidates in the senior trustee roles were suitable for election and all but three in the council member roles. It was therefore CONFIRMED that the ballot will include two candidates for each of the senior roles and 18 candidates for the three council roles. Because of the larger than normal ballot, the Nominations Committee had recommended to Council to consider a proportional representation voting system and a method to randomise the ballot paper. With this in mind, IOP’s election voting provider, Mi-Voice, had been invited to present to Council examples of best practice for this size of ballot. This included alternative voting systems and how information can be presented to the electorate that will support a high level of participation and engagement in the election process.  **The presentation by Mi-Voice is attached to the minutes.**  Council was pleased to NOTE that the number of candidates on this year’s ballot is a signal of positive engagement by the membership. Following discussion about the merits of a first past the post (FPP) and single transferrable voting (STV) systems, JH asked Council to vote on the preferred voting system. Council voted in favour (with one exception) of using STV for the elections. It was NOTED that this change was specific to this year’s ballot and would not set a precedent for future years.  PH confirmed that he will monitor the process and report back to Council on first preferences and participation levels.  Council NOTED with thanks that June McCombie and Deborah Phelps will act as this year’s election scrutineers. |
| 5.2 | **DRAFT ANNUAL REPORT AND LETTER OF REPRESENTATION**  PH thanked Council for the feedback and asked that any further comments be sent to RY who will address them with the relevant Council members. Additional comments were shared and noted in the discussions. He confirmed that the Annual Report will be sent to the AGM and then to the Charity Commission.  RY informed Council that printed off prints of the narrative will be used for meetings with stakeholders, including for IOP Publishing, until reporting on the new strategy is in place.  Council AGREED that completion of the Report is delegated to the President and CEO. |

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| **6** | **DISCUSSION ITEMS** |
| 6.1 | **NEW STRATEGY FOR 2019-2023 AND THE ROADMAP**  JH welcomed MS to the meeting and thanked her for her work on the strategy and particularly the evidence-base.  Council was reminded that at the Council meeting in January 2019 delegation for signing off the strategy had been given to the Senior Officers. The Senior Officers had met and signed off the strategy subject to a change to the text for one national measure of success.  TMcB thanked Council for their input. He informed Council that since their last meeting and having taken into account their comments, the measures of change had been made clearer and some small changes had been made to the text. As JH had noted, the main change of note was the inclusion of a 6th measure of success that reflected our publishing role. The text for that measure still required some adjustment by the IOP Publishing Directors. SH confirmed that would be done by the end of the following week by the Publishing Board.  TMcB referred Council to the roadmap which formed the top level of the business plan. This is an Executive owned document that had been drafted in consultation with the Programme Board. He noted that each of the six national measures of change will form a programme led by a Director and with a programme board that will monitor impact, risk, people and financial resources. Council was informed that a Business Transformation Programme will also be delivered to strengthen the operational foundations needed to deliver the strategy. This programme is being led by the new Head of People and Organisational Development in collaboration with all Heads.  ST raised two impact points shown on the roadmap and asked whether they were based on sufficient evidence as both will be contentious. The first was the reference to University departments’ national funding being dependent on Juno accreditation or Athena Swan. The second was the reference to universities adopting new degrees with lower admission grades. JH commented that it is right that the roadmap shows imperative drivers for change but noted that caution might be exercised in how those that relate to policy positions that are yet to be agreed and expressed in order to avoid as yet unnecessary evidenced, contentious impacts.  PH informed Council that this is a living internal document and will be kept under review. It articulates key points in our direction of travel and will provide a strong and shared narrative for teams. But we will remain agile to the best ways to achieve change based on evidence and external influences. The roadmap will not be published in its current form but we will use a version to make sure that the physics community understands our programmes and the impact we are having as we deliver the strategy.  BF asked whether the current committee governance structure reflected the strategy and roadmap. PH confirmed that he did not think so and that the executive will bring a report back to Council as part of our governance cycle review.  Council NOTED the roadmap and its clear ambition. |
| 6.2 | **MEMBERSHIP SUBSCRIPTIONS FOR 2020**  MT informed Council that the Membership Committee had met in March and agreed a recommendation for the 2020 membership fees. He noted that the fees had been held in 2019 following the membership category changes. Based on benchmarking and a review of changes to the living wage index, the Committee recommended that the member fee is increased by 2% from 1 January 2020. All other fees are set at a proportion of the member fee. The Committee recommended that no change is made to the student fee of £15 per annum. They also recommended that the fees for our Chartered and related registrations remain unchanged.  MT reported that the Membership Committee had raised concerns about members who may not be able to pay membership fees due to financial hardship. He asked whether in such cases the Benevolent Fund can offer support. It was NOTED that the Benevolent Fund is a joint Fund with IPEM and, although not common practice, currently there was scope to consider this in a limited number of cases and in the right circumstances. JH suggested that work recently undertaken by IChemEng might provide useful reference. PH also reminded Council that there is a significant low income discount and that there is discretion for waiving fees; no member has been declined on the basis of financial hardship.  Council **AGREED** that MT and JJ are delegated to discuss the matter with the Benevolent Fund to see if it is worth further review.  It was **AGREED** that the proposed fee increase of 2% to the member fee and proportion for other member grades and the freezing of fees for the professional licences are recommended to the 2019 AGM. |
| 6.3 | **IOP’S 100TH ANNIVERSARY**  RY informed COUNCIL that the 100th Anniversary Advisory Committee had met. JF, BF and AT are members. The Committee had agreed that this should be a 12 month celebration starting in November 2019 and ending with the 100th anniversary date of 1 November 2020. The activities will be aligned to our strategy and the anniversary used as a way to raise the profile of our new strategic direction through multimedia channels. There will be a particular focus on apprentices, technicians and increasing public awareness of what physicists do particularly in some of the areas of importance to society such as health and climate.  It was AGREED that a more detailed Anniversary programme will be presented to the COUNCIL in July.  PH took the opportunity to advise Council that the formal opening of the building will take place on 4th October 2019. The date has been confirmed with the Past Presidents who along with the current President will be asked to open the building. We anticipate a high profile speaker will be invited to start a series of thought leadership lectures. The current plan is to approach Mary Robinson, former President of Ireland; UN High Commissioner for Human Rights; and the Mary Robinson Foundation for Climate Justice. |
| **7** | **REPORTING ITEMS \*(taken as read unless unstarred)** |
| 7.1 | **DECLARATIONS OF INTERESTS REGISTER**  The report was NOTED. Several typographical errors required correction and this will be done when the register is updated to include new Council Members. |
| 7.2 | **SCIENCE & INNOVATION COMMITTEE (13 FEBRUARY 2019)**  BF confirmed that he was looking at the Groups’ Committee to ensure it has the experience required to help drive the strategy. |
| 7.3\* | **IOP PUBLISHING LTD BOARD (1 MARCH 2019)**  The report was NOTED without discussion. |
| 7.4\* | **DIVERSITY & INCLUSION COMMITTEE (12 MARCH 2019)**  The report was NOTED without discussion. |
| 7.5\* | **EDUCATION COMMITTEE (13 MARCH 2019)**  The report was NOTED without discussion. |
| 7.6 | **MEMBERSHIP COMMITTEE (27 MARCH 2019)**  BF asked for clarification on capacity to expand the student ambassador scheme. RY confirmed there was capacity and that she would follow up and report back to Council in July. |
| 7.7\* | **AUDIT & RISK COMMITTEE (4 APRIL 2019)**  The report was NOTED without discussion. |
| 7.8\* | **RESOURCES COMMITTEE (9 APRIL 2019)**  The report was NOTED without discussion. |
| 7.9\* | **SENIOR OFFICERS COMMITTEE (17 APRIL 2019)**  The report was NOTED without discussion. |
| 7.10\* | **NOMINATIONS COMMITTEE (7 FEB & 17 APRIL 2019)**  The report was NOTED without discussion. |
| 7.11 | **UPDATED POLICY BRIEFING NOTES**  Following a discussion on layout it was noted that in future drafts comments related to balance of research funding would be clearer**.** |

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| **8** | **ANY OTHER BUSINESS** |
|  | There was no other business and the meeting closed at 2.30pm |
| **9** | **DATES OF NEXT MEETINGS** |
|  | * 24 July 2019, 37 Caledonian Road 9.30 – 3.30pm including AGM. Accommodation will be provided for the Council the previous night but Council was asked to note there WILL NOT be a dinner the evening before. * 28 November 2019, 37 Caledonian Road 9.30 – 3.30pm. Dinner on 27 Nov. |

**Confirmed as an accurate record of the Council meeting on the 02 May 2019**