

**Minutes of the Meeting of the Institute of Physics Council
held at 9.00 a.m. on 17 February 2022 by videoconference**

Trustees Present:

Sheila Rowan	President and Chair of the Meeting
Keith Burnett	President-elect (present until paragraph 3.5)
David Delpy	Honorary Treasurer
Alison McMillan	Honorary Secretary
John Bagshaw	Vice-President for Business
Elizabeth Cunningham	Vice-President for Membership
Martin Freer	Vice-President for Science & Innovation (present until paragraph 3.8)
Lisa Jardine-Wright	Vice-President for Education and Skills
Philip Burrows	Member
Gayle Calverley-Miles	Member
Tamara Cleford	Member (present until paragraph 3.8)
John Dainton	Member
Claudia Eberlein	Member
Martin Hendry	Member (present until paragraph 3.1)
Alix Pryde	Member (present until paragraph 2.2.14)
David Riley	Co-opted Member (present from paragraphs 2.1.1 to 2.2.11)
Jane Weir	Member

In Attendance:

Paul Hardaker	Chief Executive Officer
Rachel Youngman	Deputy Chief Executive
Sukhraj Dhadwar	Chief Financial Officer
Tony McBride	Director of Policy and Public Affairs
Antonia Seymour	Chief Executive, IOP Publishing (in attendance from paragraphs 1.1 to 1.2)
Oliver Callaghan	Finance & Operations Director, IOP Publishing (in attendance from paragraphs 1.1 to 2.2)
David Howitt	Head of Governance and Compliance

Apologies

Tariq Ali	Member
Rosalie Benjamin	Member
Louis Barson	Director of Science, Innovation and Skills

1 Standing Items

1.1 Welcome, Apologies and General Updates

- 1.1.1 Following a closed session of trustees and then with the CEO, the Chair welcomed everyone to the Meeting. The meeting was quorate.
- 1.1.2 Apologies had been received from Tariq Ali and Rosalie Benjamin, and from Louis Barson from the Executive Team.

1.2 Declarations of Conflicts of Interest

- 1.2.1 Previous declarations of conflicts of interest were noted. No Trustees identified any other conflicts pertinent to the matters to be discussed in this Meeting.
- 1.2.2 Trustees were thanked for returning their updated Conflicts of Interest declarations and were reminded to return any which remained outstanding.

1.3 Minutes

Subject to noting the apologies of Martin Hendry, the draft minutes from the Council Meeting held on 11 November 2021 were reviewed and approved, and the minutes were authorised to be signed by the Chair.

1.4 Actions Status Report

The Actions Status Report was reviewed, and it was noted that all actions were complete, were being progressed, or were on the agenda for discussion at this meeting.

2 Strategic Matters

2.1 Executive Priorities Update

Rachel Youngman provided an update on the Executive Team priorities for the next 12 months. Key elements reported were as follows:

- 2.1.1 Professional Community:
 - (a) The IOP had 21,666 members, which was comparable to other organisations which were benchmarked against.
 - (b) Membership had grown by 19% from 2019 and this had mostly been during the Covid period, potentially as a result of greater access for members of streamed content.
 - (c) Member retention in 2021 was 94%, with a target set for 2022 of 96%.
 - (d) A key focus for 2022 was ensuring the relevance of services for members.
 - (e) A review was being undertaken of grants and bursaries, to ensure that they remained fit for current circumstances.
 - (f) With the appointment of Helen Gleeson, good work was being undertaken on EDI initiatives, with the IOP being cited by other organisations as demonstrating best practice in EDI.
 - (g) A steering group was being established to support diversity in the workplace.
 - (h) It was hoped to be able to hold a members' celebration event in 2022, possibly in Birmingham.

- (i) The Council's Member Reference Group was being established in accordance with the agreed Terms of Reference, with the first meeting being scheduled for May.
- (j) There had been a focus on improving the member voice, with more member involvement in programmes. There was a need to ensure appropriate communications for programmes and the Campaign.
- (k) A review was being undertaken of the Juno programme as the issues which needed to be addressed were wider than gender. The review was being undertaken at a measured pace to ensure that no institutions or organisations would be disadvantaged. Any proposed changes would be brought to Council to review.
- (l) Measures to support the staff team were being reviewed, with some staff leaving or taking sickness absence. Processes were being streamlined where appropriate and thought may need to be given to streamlining award and other programmes to ensure quality over quantity and to have due regard for demands on the staff team.
- (m) The strategy for members was focussed on engagement with members rather than growth of membership numbers per se.
- (n) There was a recognition that the world for people entering physics now was very different to previously and that needed to be considered in making any decision on future membership models.

2.1.2 Physics: Shaping the Debate

- (a) A current pilot project was live on quantum and shaping the debate, with cross-functional teams being brought together, corner-stoned in the Science & Innovation Team, supported by the Vice-Presidents for Science & Innovation, Business, and Education & Skills.
- (b) The Workforce Skills Report had been received positively by the community.
- (c) A successful roundtable had recently been held, chaired by the Vice-President for Education and Skills, which had addressed issues including improving transparency for students choosing the right course and more information for employers about courses available.

2.1.3 Influencing

The IOP was making good progress in its strategic policy of moving from a delivery to an influencing model. There had been some very positive conversations with the Department for Business, Energy and Industrial Strategy (BEIS) and there was improved engagement with other Government bodies. There was more still to be done and it was critical to remain agile.

2.2 IOP Publishing Strategy

Paul Hardaker reported that Council had previously considered the overall direction of travel of IOP Publishing (IOPP)'s new strategy and that this meeting would focus on the financial modelling and risks.

After detailed discussion and careful consideration, Council agreed the direction of travel and the financial implications of the IOP Publishing strategy and delegated the implementation of the move to the new business model to the IOP Publishing Board.

2.3 Net Zero – Reducing IOP’s Environmental Impact Update

- 2.3.1 Tony McBride reported that the IOP had been exploring ways to reduce its environmental impact. The group looking at this had concluded that, as the IOP’s environmental footprint was relatively low, there were limited opportunities to reduce it further and that to achieve net zero without offsetting would be likely to require some activities being stopped.
- 2.3.2 A number of organisations had been considered to see if they could assist the IOP. The IOP was already working with Climate Action for Associations (CAFA) and was exploring whether more could be done with it. Discussions had also been held with Carnstone Partners, and options were being discussed with them.
- 2.3.3 The IOPP was exploring separately its opportunities to reduce its environmental footprint.
- 2.3.4 It was thought that the main opportunity was to work with the community which, whilst it may not have a direct impact on the IOP’s reported emissions, may have a greater environmental impact overall. This could include pooling purchasing power with other organisations or arranging schemes for members.
- 2.3.5 Nine members had been nominated to provide expert advice and a more comprehensive member engagement programme was being considered. Almost all of the members consulted had identified the trade-off between carrying out activities and hosting events, and reducing the carbon footprint.
- 2.3.6 A series of regular meetings was being set up with other organisations with a view to establishing an informal network to work together to reduce emissions.
- 2.3.7 Consideration was also being given to the IOP’s investment programme and the move to a more ethically focussed programme. That was being considered in the broader framework of ethical leadership.

2.4 Disciplinary Matters

Paul Hardaker provided an update on a disciplinary matter.

3 Business, Management and Governance Matters

3.1 Bylaws and Regulations

3.1.1 Bylaws

- (a) Paul Hardaker presented to the meeting the proposed new Bylaws for the IOP. He explained that these had previously been circulated to trustees for review and included some marked changes following that trustee review. He noted one question which had been raised about former staff members not being eligible to be on Council for three years and explained that this had previously been agreed by Council and was considered good governance. He noted that not all presentational and stylistic comments had been incorporated, as certain drafting styles were required by the Privy Council, but that these would be given a further final internal review before finalising the document. He reported that the Bylaws would also need to be approved by the members in General Meeting and by the Privy Council before becoming effective.
- (b) Subject to the IOP internally undertaking a final review of the proposed stylistic and presentational changes, Council approved the draft Bylaws presented to the meeting and approved their submission to the members in General Meeting and to the Privy Council for approval.

3.1.2 Regulations

Following a discussion about some provisions which had been updated, and subject to the IOP internally undertaking a final review of the proposed stylistic and presentational changes, Council approved the draft Regulations as presented to the meeting and for their publication on the IOP website.

3.2 Delegation of Authority Statement

Council approved the Delegation of Authority Statement as presented to the meeting.

3.3 Trustees' Code of Conduct

3.3.1 Council reviewed the draft Trustees' Code of Conduct which was an updated draft from the one previously presented to Council in November. There was a discussion about the clarity and intention of the restriction on social media posts and it was agreed to review this and to suggest alternative wording for Tamara Cleford and Lisa Jardine-Wright to review.

3.3.2 Subject to an updated provision on social media being agreed with Tamara Cleford and Lisa Jardine-Wright, Council approved the Trustees' Code of Conduct as presented to the meeting.

3.4 Financial Reports

Council considered the financial reports presented to it and:

3.4.1 noted the Five-Year Financial Plan update reflecting the draft 31 December 2021 year-end forecast results (subject to audit); and

3.4.2 noted the investment performance table reflecting the position as at 31 December 2021.

3.5 Communications and Digital Programme Update

3.5.1 Rachel Youngman presented an update on the Communications and Digital Programme. She reported that the paper presented was about member to member communications and IOP to member communications rather than about internal staff communications and it was agreed to make it clearer in the document that this was the case. It was agreed also to review the phrase 'get the most out of physics' and to consider a more active and inclusive phrase.

3.5.2 It was commented that the paper did not include any plan of how to engage current members in social media. Trustees were invited to send any suggestions for how the IOP's social media presence could be improved in this regard. It was reported that there was a plan to introduce an events calendar and to reduce the number of Twitter accounts but that the reduction in Twitter accounts was objected to by some of the Branches. It was suggested that the Branches may not object if their posts were covered by a central account.

3.5.3 It was agreed that it was good to be presented with the update but that more detail was required, identifying specific audiences and different forms of communications for those audiences and there was a request for Michael Clarke to come to a future meeting of Council with a more detailed paper.

3.5.4 Subject to the above comments, Council noted the proposals in the paper presented to the meeting for the creation of a corporate narrative for the IOP and the implementation of new media and social media strategies to boost the reputation and impact of the IOP.

3.6 Programme Updates

3.6.1 Activity Narrative

Council noted the IOP Programme Activity Narratives as presented to the meeting.

3.6.2 Corporate Dashboard

Council noted the Corporate Dashboard as presented to the meeting.

3.7 Learning and Skills Team Update

Council noted the Learning & Skills Team Implementation update as presented to the meeting.

3.8 Governance

3.8.1 Non-Executive Director, External Advisor and Committee Appointments

Council:

- (a) approved the appointment of Philip Clarke and Kersty Drinkwater as non-executive directors of IOP Publishing Limited and external advisors with effect from 1 February 2022 until 31 December 2022;
- (b) approved the appointments of Richard Barker and Tom Kelman as external advisors to the IOP for the period 1 February 2022 to 31 December 2022;
- (c) approved the Committee appointments [as identified in the Council meeting pack]; and
- (d) noted that, following approval of all appointments, committee membership lists would be published on the IOP website.

3.8.2 Vacancies on Council

Council noted:

- (a) that, with Tariq Ali and Tamara Cleford coming to the end of their four-year terms, there would be two vacancies on Council in 2022, both for Ordinary Members of Council; and
- (b) that the Nominations Committee had reviewed the draft nomination material to be issued, agreed the skills sought for new trustees, and delegated to Alison McMillan as Honorary Secretary authority to agree the final documents to be issued in her name.

3.8.3 Board and Committee Reports

Council noted the update presented to it from the February Nominations Committee meeting.

3.9 Policy Reports

Council noted the research findings from the first three projects commissioned by the IOP as part of its Productivity Programme ('Paradigm Shift', 'Unlocking the Potential of Physics Skills', and 'The Contribution of Physics to the UK Economy').

4 EDI and Net Zero Considerations from this Meeting

There were no highlighted EDI or Net Zero considerations from this meeting.

5 Any Other Business

- 5.1 A question was raised about the IOP's approach to Horizon Europe. It was reported that the IOP was engaging through CaSE (Campaign for Science and Engineering) and was working with other organisations to express its position. A concern was expressed that many young physicists were being lost by the UK to mainland Europe and so the matter needed addressing as a matter of urgency. It was reported that the IOP was engaging with Government, including with the UK Science Minister. Trustees were invited to send details of any specific concerns which could then be followed up. Tony McBride agreed to notify Council when a date for the IOP to meet the Minister had been confirmed.
- 5.2 Paul Hardaker provided an update on the Challenge Fund.
- 5.3 Paul Hardaker informed Council of a notification the IOP had received of a school in Wales which was threatened with demolition. The school had a connection to training women in physics and the IOP had been asked if it could help to establish its heritage. The request was received with very short notice and, whilst the Welsh National Branch and History of Physics Group were both contacted, there was insufficient time to act. Paul Hardaker suggested that if other requests were received in future, the Executive Team could be contacted in case they had any background information and then, depending on the nature of the issue, it may be appropriate to involve trustees.

6 Dates of Next Meetings

The dates of the next meetings of Council were noted. It was noted that it was hoped, if Covid conditions allowed, to hold the meeting in May in person in London, with dinner the evening before.

7 Close of Meeting

There was no further business and so the Chair declared the meeting closed.