

Minutes of the Meeting of the Institute of Physics Council
held at 9.00 a.m. on 20 June 2024 at 37 Caledonian Road
and by videoconference

Trustees Present:

Keith Burnett (in person)	President and Chair of the Meeting
Michele Dougherty (in person)	President-elect
David Delpy	Honorary Treasurer
Alison McMillan	Honorary Secretary
John Bagshaw	Vice-President for Business
Elizabeth Cunningham	Vice-President for Membership
Lisa Jardine-Wright	Vice-President for Education and Skills
Tara Shears	Vice-President for Science & Innovation
Rosalie Benjamin	General Trustee
Philip Burrows (in person)	General Trustee
Jane Clark	General Trustee
John Dainton	General Trustee
Peter Thompson	General Trustee
Roy Sambles	General Trustee
Melissa Uchida	General Trustee
Jane Weir	General Trustee

Apologies

Claudia Eberlein	General Trustee
Yvonne Kavanagh	Co-opted Trustee
Hana Krizek	General Trustee

Other/IOP/ IOP Publishing Attendees

Clare Minchington	Chair of Audit & Risk Committee
Tom Grinyer (in person)	Group Chief Executive Officer
Sukhraj Dhadwar (in person)	Group Chief Financial Officer
Louis Barson (in person)	Director of Science, Innovation & Skills, IOP
Tony McBride	Director of Policy and Public Affairs, IOP
Antonia Seymour	Chief Executive, IOP Publishing
Andrea Barber (in person)	Interim Director of People and Organisational Development
Nicole Stracey	Governance, Audit & Risk Manager, IOP (Minutes)
Kelly Brennan	EA to Group Chief Financial Officer, IOP

Attendees for Specific Matters

Chris Priestley	Withers LLP (Trustee Training)
Anne Crean	Head of Science and Innovation, IOP (Awards Items)

Trustee Training

Following a brief closed session with the trustees and CEO, and prior to the formal business of the meeting, Chris Priestley (Withers LLP) gave a training presentation to trustees. This included a recap of the IOP's legal status and purpose, trustees' legal duties and decision making, and an overview of trustees' personal liability. Following this, updates were given on recent relevant legal developments including an overview of the Charity Commission's new strategy and investment guidance, policy additions to the annual return, guidance on the use of social media and updates on data protection legislation.

1 Standing Items

1.1 Welcome, Apologies and General Updates

- 1.1.1 The Chair welcomed everyone to the meeting and noted that Andrea Barber and Clare Minchington were joining for their first meeting. The meeting was quorate.
- 1.1.2 Apologies had been received from Claudia Eberlein, Yvonne Kavanagh and Hana Krizek.
- 1.1.3 It was noted that the meeting had been designated a virtual meeting and was being held mostly on Microsoft Teams, although some attendees were in the IOP London office (details above).
- 1.1.4 Council were then informed that Sir Roy Sambles had recently resigned as a Trustee and would be stepping down from Council on the 30 September, at the end of the Council year. He was thanked for his contributions, as were the governance team who had arranged his vacancy to be included in the ongoing Council elections against very tight deadlines.

1.2 Declarations of Conflict of Interest

It was noted that Sukhraj Dhadwar and Tom Grinyer were on the Board of IOP Enterprises, which was currently dormant but was in the process of becoming operational again.

1.3 Minutes

The minutes of the meeting held on 29 February and 18 March were approved.

1.4 Action Status Report

The Action Status Report was reviewed and noted. It was noted that all actions were complete or had a future due date.

2 Matters for Discussion

2.1 IOP Strategy Implementation

Council then discussed the progress made with implementing the new IOP strategy. Tom Grinyer informed Council that the strategy was continuing to be well received by both staff and external stakeholders. Council were then informed that the Executive were in the process of appointing an independent agency to assist with establishing the new Target Operating Model, organisational structure and KPIs for the IOP. A proposal would be taken to the September Council meeting for discussion on KPIs and updating on other areas, and then brought to the December Council meeting for approval following consultation with staff and the Senior Officers.

2.2 CEO Report and Executive Priority Updates

- 2.2.1 Tom Grinyer provided his CEO Report and the updated reporting structure for the Executive Priority Updates, developed into a combined Directorate report,

with narrative updates under each of the key areas of the new strategy. The report would be enhanced with a reporting dashboard at a later meeting once KPIs had been established.

2.2.2 Louis Barson introduced the new report, provided an update on the report with a focus on skills and science, and requested feedback on the new reporting structure and how it could be improved. Feedback was provided as follows:

- The report was overall positively received and had the right balance of detail, however the discussion points could be highlighted earlier in the report for consideration. It was also suggested that the papers in general could be shortened and circulated earlier where possible, and updates on the work in Ireland brought out more within the paper – though after discussion it was recognised there was a substantial element of Ireland focused content in the paper.
- There was then a discussion regarding the paper being an update on planned activity, and Council would like to have the opportunity to comment on fundamental issues earlier in the process. This was noted, and trustees were assured that whilst in the transition year of the strategy, our reporting structure would be shaped to consult Council on fundamental issues for physics as well as the running of the organisation.

2.2.3 Tony McBride then set out updates through the society lens of how policy activities are supporting strategy delivery and some specifics around Ireland responding to questions of whether this featured strongly enough, with the following specific matters discussed:

- A detailed update on the work being done in the lead up to the general election was provided. It was noted that an IOP election hub had been published on the website earlier in the year, and the team had been engaging with senior science spokespeople, developing a repository of information at constituency level of (some of which information had featured at the Celebration of Physics event at Silverstone) and preparing a welcome pack for MPs and engagement plan for an incoming government.
- Council queried the level of engagement compared with before the election was called. It was outlined that there had been more engagement in the pre-election period however the team were working to increase the IOP's impact and routinely working with existing networks to enhance connections, such as the Head of Physics Forum. It was noted that constituency connections with the IOP membership could be strengthened through the data the IOP holds.
- It was then outlined that the final of PLANCKS (the annual international theoretical physics competition, organised by the International Association of Physics Students) was held in Dublin between the 23 – 26 May, and had been a success.

2.2.4 Tom Grinyer then set out an update on the member focus elements of the strategy and the following points were outlined:

- A new membership manager had been recruited who had brought innovative ideas for membership retention and was carrying out a review of the IOP's membership. The renewal window had closed at the end of February 2024 and a 91% retention rate had been achieved compared with 89% in 2023.
- With regards to the review of the Accreditation of Company Training scheme, Council requested that this would also be used as an opportunity to link with various strands of the IOP's membership such as businesses and apprenticeships.

- The plans for the Vice-President visits for the remainder of the year were outlined and that going forward, there should be an opportunity to assess the long-term impact of the visits, such as the connections established.
- 2.2.5 Andrea Barber and Sukhraj Dhadwar then presented updates on elements of Sustainable IOP as follows:
- It was outlined that there had been a lot of change in the IOP over the past four to five years to move to be an employer of choice, and that those changes were now becoming business as usual, such as the ways of working model and roll out of a manager apprenticeship scheme. A new Group Learning Management System for staff had also been implemented, furthering the collaboration between the IOP and IOPP. Council were supportive of the work being done for career development for staff and highlighted its importance.
 - Sukhraj Dhadwar then updated on the financial sustainability work being carried out in conjunction with the Target Operating Model, through the review of the IOP's Reserves Policy and Investment Strategy. The Finance and Investment Committee had begun considering the revisions to the policy and a working group had been put together, with a view to bring the documents to the December Council meeting for approval.
- 2.2.6 Sukhraj Dhadwar then presented for note, the first quarter results and property updates which had also previously been reviewed in detail by the Finance & Investment Committee.

2.3 IOPP Report

- 2.3.1 Antonia Seymour then gave an update on IOP Publishing which was noted.
- 2.3.2 Council were informed that the IOPP Board had recently approved the 2023 IOP Publishing Ltd Accounts, where profits and the financial outlook was better than originally expected. As a result of this the long-term plan was to be updated, informed by the discussions held at the IOPP Board Away day in August 2024.
- 2.3.3 In terms of the work IOPP were doing alongside the IOP's transition to a new Target Operating Model, IOPP were undertaking their own lighter touch operating model review. It was outlined that the IOPP Executive are very cognisant of the fact that the IOPP are spending money on investments, whilst the IOP are in a deficit budget. IOPP recognise that their work impacts the IOP and ultimately the shared goal is to increase the gift aid for the charity. The Chair flagged how important it was to have had the February Council meeting in Bristol earlier in the year, and that this was a useful and insightful day for Council to understand how the IOPP runs and helps the IOP.

2.4 Annual Report and Accounts

- 2.4.1 Sukhraj Dhadwar introduced, for approval, the Annual Report and Accounts, the Trustee Letter of Representation, Letters of Support to IOPP and Turpion, and for noting, the Executive Statement.
- 2.4.2 It was noted that an earlier draft of the Annual Report and Accounts had previously been circulated to all trustees and that such draft (together with the Letter of Representation and Letters of Support) had been reviewed by the Audit & Risk Committee on 6 June. Amendments subsequently made were outlined within the papers presented to Council.
- 2.4.3 The Chair of the Audit & Risk Committee then provided a summary of the discussions held at their meeting and it was noted that the Annual Report and

Accounts, Letter of Representation and Letters of Support were all positively recommended by the Audit & Risk Committee.

- 2.4.4 Council also noted the Executive Statement signed by the Group Chief Executive Officer who had also received assurances from key officers, with such Executive Statement recommending to Council that the Letter of Representation is signed and giving trustees assurance over the declarations therein.
- 2.4.5 After due and careful consideration, Council approved the annual report and accounts, noting it would be signed by the President, Honorary Secretary and Honorary Treasurer, subject to clearance from PwC and the following discussed amendments:
- (a) Where the Limit Less campaign had been referred to in headings, this should also have the Welsh name of the campaign stated 'Torrwch y Ffiniau'.
 - (b) The related party entities in the letter of representation, and annual report should be checked against the criteria for inclusion and missing information added where required.
 - (c) Tidying amendments as identified by Trustees on the Board Portal.

2.5 AGM Format, Resolutions and Scrutineers

- 2.5.1 Tom Grinyer then presented a paper on the IOP Annual General Meeting (AGM). Council considered the matters reported including the draft resolutions for both meetings and after due discussion:
- (a) noted that the AGM will be held on 18 September 2024 in a hybrid format;
 - (b) approved the resolutions set out in the paper for submission to the members at the AGM (noting that the re-appointment of PwC as auditor was recommended by the Audit & Risk Committee, and the IOP membership and registration fees were recommended by the Vice-President for Membership;
 - (c) noted that trustees, Lisa Jardine-Wright, Jane Weir and Rosalie Benjamin (in case of contingency) had been appointed as scrutineers for the AGM)

2.6 ESG Framework

- 2.6.1 Tony McBride presented the following ESG Framework KPIs, as recommended by the Audit & Risk Committee which Council agreed. It was noted that these were for the IOP rather than the IOP Group.

Social

- (a) We will publish pay gap data on an annual basis and take action to try to reduce the pay gaps where they exist.
- (b) We will seek a Silver Talent Inclusion and Diversity Evaluation (TIDE) award from the Employers Network for Equality and Inclusion (enei). We currently hold a Bronze TIDE award.

Governance

- (a) We will report on the diversity of those who are nominated or who self-nominate for IOP elections and awards.
- (b) We will make efforts to support greater representation and recognition of physicists from underrepresented groups.

- 2.6.2 For the Environmental KPIs, the first year would be an assessment year during which the IOP's carbon footprint would be 're-baselined', and following

this more specific evidence based KPI's would be set for the coming twelve months.

2.6.3 There was a discussion regarding how the KPI's evidence each of the elements of the ESG Framework, given there are fewer KPI's than set commitments. It was clarified that a smaller number are being set to begin with, but all commitments will be drawn out in the narrative of the reporting.

2.6.4 It was also outlined that for the diversity KPI, diversity data for award winners would not be reportable at this time as the number of winners is small and individuals would be identifiable. However, reporting could be done in future years when aggregated figures were available.

2.7 2024 Awards

2.7.1 Anne Crean, Head of Science and Innovation, joined the meeting and presented a paper on the 2024 Awards for Business Awards, Medals and Prizes, Phillips and Technical Skills. It was reported that the IOP Awards Committees and Judging Panels had met to review the proposed winners and all recommended winners had been approved by the Nominations Committee at their meeting on 17 June, subject to one change, awarding one more candidate a Phillips Award.

2.7.2 Council were informed that 2024 had been the first year that EDI data had been made mandatory to submit. It was outlined that 33% of nominations were from women compared with 17% of the overall IOP membership, and 21% of nominations came from self-nominations which was the highest number of self-nominations received to date and 15 of these were from women.

2.7.3 It was then reported that many of the 2023 awards review recommendations had been successfully implemented, and a full paper would be brought to the September Council meeting setting out the impact of the review as well as a more robust analysis of the EDI data.

2.7.4 There was then a discussion about how awards winners collect their awards. Council were informed that this was under review, alongside the summer celebration of physics event, and it was requested that the timing of such an event be considered, to ensure winners are able to attend.

2.7.5 After due discussion, Council:

(a) noted and ratified the 2024 IOP Award winners as recommended by the various Awards Committees and Panels (and having been submitted for approval by the Nominations Committee at its meeting on 17 June); and

(b) noted the 2024 IOP Awards EDI data.

2.8 Elevating the Isaac Newton Award

2.8.1 Tara Shears then presented the recommendations made by the IOP Isaac Newton Advisory Group, which had been established last year as part of the 2023 Awards Review, to consider how to elevate the Isaac Newton Medal and Prize, the IOP's most prestigious award.

2.8.2 Council expressed their support for the review and flagged the importance of ensuring the eminence of the winners. It was also reinforced that long-term, nominees for this award should be nominated only, with no self-nomination.

2.8.3 Following due discussion, Council approved the recommendations as presented in the paper.

2.9 Annual Review of the Risk Register

- 2.9.1 Sukhraj Dhadwar then presented the risk register and risk scorecard, noting that this had previously been reviewed by the Audit & Risk Committee.
- 2.9.2 The Chair of the Audit & Risk Committee then gave an overview of the recent Group Risk Management Internal Audit carried out by the IOP's internal audit firm, Crowe, and informed Council that improvements in both the IOP and IOPP's risk management processes would be made over the course of 2025.

2.10 Council Evaluation Survey and Trustee Skills Questionnaire

Tom Grinyer then set out the results of the recent Council Evaluation Survey and Trustee Skills Questionnaire, which were noted. It was highlighted that the results of the evaluation survey were positive, with all items scoring below 2 (agree, but could do better). It was agreed that the survey and skills questionnaire would be scheduled at the next Senior Officers meeting to discuss the results and comments in more detail.

3 Matters for Approval

3.1 San Francisco Declaration on Research Assessment (DORA)

Tony McBride provided a summary of DORA explaining that it is a statement and set of recommendations about the need to reduce or eliminate the influence of Journal Impact Factors on funding and career advancement in research and the way that research quality is assessed. It was outlined that IOP was not a signatory, whereas IOPP and other similar membership organisations were and as such it was recommended that IOP should become a signatory, which Council unanimously approved.

3.2 IOPP Articles

Tom Grinyer then presented the updated IOPP Articles which Council approved, following recommendation by IOPP Board. It was outlined that this was mostly a tidying exercise as the articles had not been reviewed in some time, and the changes ensured that IOPP was properly constituted.

3.3 IOP Enterprises (IOPE) Articles and Board Changes

Tom Grinyer then presented the updated IOPE Articles. It was explained that steps were being taken to enable IOPE to recommence trading and as a result updates to the Articles had been made to update to current management structures since it had last traded. Council then approved the updated Articles for IOPE.

4 Matters for Note

4.1 Council Elections Update

Council noted that the Council Elections opened for voting on 3 June and were scheduled to close on 1 July, with 27 candidates for four roles, including 16 candidates for two General Trustee roles. Following voting close, the results would be validated by the scrutineers and Council would then be notified by email of the results which would then be published on the IOP website.

4.2 Ireland Registration Update

Council then noted the update on the progress with the charity registration in Ireland.

4.3 Collections Policy

Council noted the Donating to IOP's Permanent Collections Policy, which had been drafted to ensure a process was in place to accept or decline donations. The History of Physics Group had also been consulted on the document. There was then a discussion about archiving as the IOP has a lot of historical material that requires

archiving. It was understood that IOP are too small to carry the exercise out and expertise should be sought from peers such as the Institution of Engineering and Technology and it was agreed that a plan to take the archiving forward would be established. The Data Protection and Compliance Manager was thanked for her efforts in putting the policy together.

4.4 Programme Reports

Council noted the corporate dashboard and programme activity, setting out updates on IOP Publishing and the Productivity, Limit Less, Ecosystem and Transformation Programmes as well as other ongoing matters.

4.5 Board and Committee Reports

Council noted the reports from the meetings of IOPP Board and the Inclusion and Diversity Committee, Remuneration Committee, Nomination Committee, Professional Development and Accreditation Committee, Finance and Investment Committee and Audit and Risk Committee.

4.6 Policy Updates

Council noted updates on a number of key policy developments and IOP policy activities for the period from February 2024 to June 2024.

5 EDI and Net Zero Considerations from the Meeting

The EDI matters considered, particularly that the meeting had been held mostly fully virtually, were noted.

6 Any Other Business

Tom Grinyer updated Council on the eight IOP members named in the King's Birthday Honours list 2024.

7 Dates of Next Meetings

It was noted that the dates for the next meetings were, 19 September 2024 (with the AGM the day before) and 5 December 2024.

8 Close of Meeting

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