

BCS, THE CHARTERED INSTITUTE FOR IT
MEMBERSHIP BOARD BEST PRACTICE COMMITTEE

MINUTES – 20 August 2015

Minutes from the 27th meeting of the Membership Board Best Practice Committee (MBBPC), held on Thursday 20th May 2015 from 10.30am to 2.15pm at BCS London, 5 Southampton Street.

Attendees:

Garfield Southall (GS), Margaret Ross (MR), Judith Taylor (JT) Haiyan Wu (HW)
 Bob Thurlby (BT), Peter Abrahams, Kevin Chamberlain (KC),

Remote Attendees

Iain Thompson (IDKT), James Uhomobhi (JU), Motassim Thupsee (MT)

In Attendance:

Karen Myatt (KM)

Apologies:

Alastair Revell (AR), Jonathan Shenton (JS), Jose Casal-Gimenez

1. Introduction

GS welcomed everyone to the committee meeting; all attendees introduced themselves for the benefit of new members. Apologies were received from Alastair Revell, Jonathan Shenton and Jose Casal-Gimenez. There was one new item of AOB, agreed to discuss at item 10.4.

2.0 Minutes of Previous Meetings

2.1 Accuracy of minutes 21st May 2015

The minutes of the 21st May 2015 were accepted as a true and accurate record.

2.2 Review progress on actions and matters arising

SK has now left BCS and therefore is no longer a member of the Best Practice Committee.

22.9 Complete

24.4 Ongoing

24.5 Complete

24.5 Ongoing

24.6.3 Ongoing

25.4 Ongoing – this is currently with Len Keighley and awaiting further information, IDKT will chase

25.5.1 No longer Relevant to be removed

25.6.2 Complete

26.2.2 Ongoing

26.2.2 Complete

26.2.2 Complete

26.4 Complete

26.4 Complete

26.4 Ongoing - Student Prize, Currently no new ones are to be issued however those committees who currently support universities with Student prizes may continue into 2016, however 2017 graduates will not receive prizes. The committee noted it would be good to have a replacement system, however MB felt the current system was not practical and a working group has been set up to find a more workable solution.

26.4.1 Complete

26.5.1 Complete

26.5.3 Ongoing
 26.6.2 Complete
 26.7.1 Ongoing
 26.7.1 Ongoing
 26.7.2 Complete
 26.9 Ongoing
 26.9 Ongoing and urgent
 26.9 Ongoing
 26.9 Complete

Action GS will contact AR to see where actions are at.

3.0 Terms of Reference (Review)

Felt this was sorted at the last meeting and no longer needed to be added to the agenda

Action KM to remove Terms of Reference from the Agenda

4.0 Trustee Board Papers for Noting

There were 4 papers for noting from the TB

4.1 Conduct of Electronic Meetings

It was felt this paper referred to special meeting rather than those held on a regular basis or one to which individuals joined a face to face remotely, it was felt that paper was meant as a guideline when using an electronic meeting as a way to vote. It was felt the title of the document therefore was misleading.

4.2 Guideline for Board Conduct

Paper was accepted by the committee

4.3 PPAB External Representation Policy

The committee questioned whether groups were permitted to respond to external documents without prior knowledge of the PAB group and it was thought that this was not permissible however as long as it was expressed as an individual's response and not that of BCS that would be more acceptable, this was thought also the case if asked to appear on local radio, for advertising of events permission was not needed to be sought from PPAB. It was asked if BCS runs press training.

Action GS agreed to contact DE regarding the PPAB paper

4.4 Sharing of TB Papers

Papers were noted and accepted by the committee.

5.0 Membership Board Update (verbal)

There were no further updates at this time. MB have an away day on the 17th September, the day will begin with training whereby each committee gives an outline of what they do. Followed by a closer look at the strategy and how Making IT Good for Society can be incorporated into MB.

6.0 Member Groups Update (verbal)

JT reported there are now 18 Student Chapters. Belgium has now been closed, Malta is currently experiencing problems, and Mauritius is still under the guidance of IDKT and making progress. Assist is currently linking with all health groups. BCS Women are still awaiting results from the Appathon. Computer Conservation has changed how they will circulate their magazine Resurrection, which comes into effect in the new financial year. On a more concerning note, two chairs of from the Membership Groups are now no longer BCS Members, but have been continuing in their roles. One member resigned recently and the others membership lapsed in February and has not yet renewed it, he has now been informed he can no longer continue in his role until the membership is renewed.

Unconscious Bias (UB) Training has taken place in the Isle of Man, JT emphasised the need for all UB training to be sent to Member Groups Team for advertising on the Volunteer Portal. All groups have now received their budget information with the exception of Assist.

Hertfordshire are holding their Ada Lovelace event on the 16th October with a lady giving a presentation on Robotics. MR suggested it be advertised in conjunction with BCS Women as a way to boost attendees BT will pass on the information.

Action MR agreed to promote Ada Lovelace event via BCS Women

Action BT will forward information to MR

Hertfordshire branch has also been invited to become a supporter of Hertfordshire University and in return they are able to influence the University on the course content. It was questioned if this was against any society policies; it was thought there was no specific policy in place.

Animation and Games have prizes going to overseas students who are unable to cash the cheques as they have returned overseas or they were not able to cash it within 20 days of being signed as the banks will not process them. MR has contacted HA who has given her a process to get around this in the short term, GS agrees to contact IS regarding the electronic transfer of cash prize and a possibility of a faux cheque being added to the student prize pack.

Action GS to contact IS regarding the electronic transfer of student prize funds and the use of faux cheques in student prize packs.

It was thought that the prize money could be credited to the individual's catalyst record and be used for BCS products, this has been passed to MB for consideration, however it was thought that care needed to be taken as there are cost involved in sending money out of the country via bank transfer and therefore may not be worth the added expense. JT agreed to take this issue back to the finance team as they are currently looking at setting up the new finance system and this may well be able to be incorporated within that.

Action JT to take overseas student prizes back to finance team to include into the new finance system discussions.

7.0 Conventions 2015

7.1 Spring Convention Update results

MR ran through her document highlighting the issues following the spring convention and their potential solutions. It was noted that people would like training on speed networking and thought that if a document was available this could be circulated at the next convention.

Branding was also raised as an issue, especially externally, it was noted that when completing a google search BCS did not exist however if searching for British Computer Society then Wikipedia produced results. It was thought that Wikipedia needed changing to BCS however it was noted that the charter also included British Computer Society. JT agreed to take the branding issue back to Linda Feely

Action JT to take internet branding issue back to Lynda Feeley

Points were raised regarding the volunteer portal, it was reported that this is currently under reconstruction and many of those raised may well come under the modification.

A discussion regarding apprenticeships ensued, GS agreed to contact the Web Team to try to answer some of the questions for the next BPC meeting and possibly find someone to give a presentation at the next convention.

Action GS to contact web team regarding questions highlighted in MR's report and find someone who may give a presentation at the next convention.

7.2 Autumn Convention

Streams for the autumn convention were finalised as below with the member of the committee responsible for that stream.

Chairs – Bob Thurlby

Secretaries – Judith Taylor

YPG – Haiyan Wu

Disability & Community Liaison – Peter Abrahams

It was decided the convention would be formal as previously, with introductions, speakers hopefully the CEO, President, a presentation from the Policy Committee, David Evans to give information on the strategy and an open forum, and then have a break where the rooms would be split into the threads and stay in this format until the last session of the day. GS passed on the comments following the last autumn convention.

7.3 YPG

It was thought student chapters could be incorporated in the convention; however it was felt that they have their own day from which they would benefit more. It was thought Olivia Tan could do a presentation to the thread and that perhaps a London student chapter could present with Olivia.

Topics within the thread were discussed including opportunities for training and development, perhaps soft skills, CPD mentoring, benefits to employers, case studies were also thought to be of benefit, including SFIA+, it was noted that entrepreneurs and consultancy were YPG's main interests in the past

7.4 Digital & Community Liaison Officer Role (DCL)

It was thought each member group should have an oversight of the DCL however it was thought that it may not attract many people. It was thought this could be looked at from a different angle of "what do groups do to attract and support individuals and make everything accessible for them?" or "what MG's need to do to make their sessions more inclusive and accessible" It was noted that some MG's have invited speakers with disabilities into their groups, others advertise through a disability group to encourage attendees. It was thought that having a disabled person speaking alongside their manager would give a new dimension to the presentation.

GS will be writing to the chairs to let them know if the specific person from the committee cannot attend then please do send an alternative representative.

Action GS to contact chairs to let them know an alternative representative will be welcome to attend.

As aside note Panopto was discussed is totally accessible software used by students with disabilities and those from overseas, searchable by word, spoken and written word. It was questioned if someone from Swindon could give a presentation on Panopto, JT agreed to ask Carl Harris if he could do it.

Action JT to ask Carl Harris if he would do a presentation on Panopto

7.5 Plenary

It was thought the 7 minute presentations made last time were not long enough. It was thought that the scribes could isolate 6 bullet points from their group and add to a slide on a BCS computer already set for the groups. The presented then keeps to those points, it is hoped therefore that there will not be a requirement for the scribes and presenter to spend time adding completing the slide. It was thought that the slide should include lessons learnt and actions that should be taken, with each group presenting for 10 minutes.

7.6 Secretaries

It was thought the secretary's stream could include, contacting MGT for best practice, council elections, planning meetings and taking minutes, holding an AGM room bookings and updates on changes of the committee.

7.7 Chairs

It was questioned if it would be possible to let the chairs know the topics coming up and ask what they would like to talk about. It was also picked up at the last convention that knowing the topics for discussion prior to the event would be useful. It was also questioned if an individual did the chairs stream last time would they be able to attend a different one this time? It was thought that the role holders or potential role holders should attend their streams however for developmental issues other members could attend different threads to ensure all are up to date with the latest information.

GS asked for the leaders of the threads to have something together and to him by a week on Friday 3rd September 2015

Action All to get threads together and sent to GS by 3rd September 2015

8.0 BCS Strategy

8.1 Member Engagement

This is to be put back on the agenda at a later date.

9.0 Volunteer Awards

9.1 Meritorious Award for Andrew Mahon,

IDKT is still awaiting further information and details from Len Keighley, and will chase. It is hoped that the awards can be presented at the Convention.

9.2 Certificate of appreciation for Hannah Dee,

Following on from the success of the Appathon and Hannah's activities within the Aberystwyth branch, and being the 9th most influential woman in the country JT proposed the certificate of appreciation be upgraded to that of Meritorious Award, committee unanimously agreed.

9.3 Awards Definition

It was decided this would be postponed till the next meeting in order for KM to locate the awards definition paperwork for GS to circulate.

Action KM to look out Award Definition paperwork and forward to GS and put onto agenda for the next meeting

Action GS to circulate definition paperwork

It was noted the Honorary Fellowship and John Ivinson Award needed to be looked at and be more clearly defined; this would be done at MB.

10.0 Work Programme

10.1 Liaison Role

Awaiting Alastair

10.2 New Committee Members Induction

Generic sections will be complete by the end of the month Chair and Secretaries sections are complete. Left to be completed is what needs to be covered and how it is to be presented, possibly via GoToMeeting seminars.

It was thought that doing one seminar once a month would be sufficient and that the presenting is rotated through the committee members, it was thought this would not benefit

the long standing chairs however new committee members could be encouraged to become more open with discussions with MGT and with BPC.

It was thought succession management could be added to the pack, as it is part of the secretary's role and any changes to the committee, MGT should be notified as soon as possible, this is also relevant for overseas groups. It was noted that Kurt Roosen started a feed on LinkedIn, PA agreed to send the link to KM to be circulated to the rest of the members. GS and KC would talk to finalise the information ready for the convention KC will send updated info to GS prior to conversation.

Action PA to forward LinkedIn link to KM

Action KM to circulate link upon receipt.

Action KC to forward updated information to GS

Action GS and KC to discuss finalising the information ready for the convention.

10.3 Cyber Security

No update at the moment and will produce as an event in a box once complete.

10.4 Recording and Broadcasting

MB has asked for a recommended list of kit and software to use GS may have to go to Colin Pearson to help. JT thought Panopto may help, and gave a brief outline of its capabilities. MGT has just purchased 500 licences for use with the groups, there is online training. Those with laptops should need nothing more than a modestly priced web cam. It is currently a work in progress as there are template folders to be created and hopefully this will be available in time for a presentation at Convention. JT agreed to get more information from Carl and forward a link to all in which there is a free 30 day free trial. GS would contact JS and CP to see how this could be incorporated within the Convention.

BPC has been tasked with getting the Unconscious Bias (UB) training out, it was thought that a session could be run and recorded and used Panopto to form the basis of a training video whereby quizzes etc. could be embedded into the presentation. It was noted that the web cam did not have a tracking system however others had used something similar with a mobile phone which tracked the speaker as they moved, as it is also cloud based nothing needs to be downloaded as editing time for groups is an issue this can be done via any pc. It was thought that if BCS has already bought the licenses is this what BCS would prefer groups to use?

Action JT to forward link for Panopto including further information

Action GS to contact JS and Colin to see how this could be incorporated within the Convention

11.0 Open Badges

MR gave a brief presentation on Open Badges and how they worked within organisations. CH is currently looking into this. Member could collect the badges for turning up to events and with different levels of badges there would be different levels of participation. This was thought to be appealing to YPG, Student Chapters and those completing Cyber Security Training

12.0 It Accessibility in Professional Bodies Conference

PA reported that PARN and Digital accessibility are holding a joint conference on 23rd September at BCS London; it is due to be a free event. There is also IT Accessibility in Higher and Further Education event in 2016 with a charge of £50, date is yet to be confirmed.

13.0 Any other business

13.1 Unconscious Bias Position Statement

This is now on the Policy hub, it was noted within the recent training that the main bias was that of gender and disabilities hardly got mentioned, however there are more formal reports

which highlight disabilities being the greater problem therefore the UB position statement was created. PA will now be an ambassador for this and will process position statements, he noted that getting set up and nominating ambassadors is very unclear and could be mentioned at the convention.

13.2 Stylish Documents

PA reported on the importance of groups making as much information accessible to as many people as possible and not just groups within BCS, and produced a Stylish Document to emphasise this. Committee members felt that a training session was needed in order to for individuals to be able to create such documents and thought this would also make a good "Events in a Box" item, it was noted also that documents should include Authorship, version and date.

It was also thought that this was part of the branding and if that could be found and circulated may alleviate the problem. The committee felt that documents should be simple and should be reflective and include a paragraph as to how the document came about.

It was thought this would be a suitable item to be presented at convention if styles within BCS could be found.

Action KM to look into finding the styles and forwarding to committee

13.3 Unconscious Bias Training

It was noted that MR was intending to hold a session of UB training in Glasgow on the 27th August with a total of 8 people. It was noted that all information regarding UB training should now be forwarded to JT as the MGT now had overall responsibility for this, and any training scheduled must be added to the website so that it can be advertised to all members. It was also felt that a UB training session could be included as a parallel stream within the Convention

The meeting closed at 2.15pm.

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Dates of next committee meetings: Thursday 12th November 2015 to be held at BCS London 10.30am to 4.30pm

SUMMARY OF ACTIONS

(Actions without a target date to be completed by the date of the next meeting).

No	Action	Who	Target	Completed ?
ACTIONS FROM MEETING 24 : 11 December 2014				
24.4	to contact BT regarding Systemic approach to risk	IDKT		On-going
24.5	to contact JU with a view to taking on the task of producing FAQs on Volunteer Portal and feeding back to groups	GS		On-going
24.6.3	to look at the further implementation of the cyber events, to revisit and review package from last year and consult with Cyber Securities in BCS and PPAB.	GS		On-going
ACTIONS FROM MEETING 25 : 26 February 2015				
25.4	to make further contacts and write a paragraph in support of the award and forward to GS – IDKT Will Chase	IDKT		Ongoing
ACTIONS FROM MEETING 26: 21 MAY 2015				
26.2.2	to Contact SK re lapsed membership and BPC membership, and also to further discuss LinkedIn groups with DE at a later date	GS		Ongoing
26.4	to take Student Prize issue back to MB for discussion	GS		Ongoing
26.5.3	to consult with DE and Executive Committee for Convention contributions	GS		Ongoing
26.7.1	to produce a branches and SG prize criteria for next meeting	JS		Ongoing
26.7.1	to produce a paper outlining the review process and setting up the online focus group for the next meeting	AR		Ongoing
26.9	to circulate Risk paperwork to BPC	GS		Ongoing
26.9	to send photo and bio to Karen to update volunteer portal	all		Ongoing
26.9	to update volunteer portal accordingly	KM		Ongoing
ACTIONS FROM MEETING 27: 20 August 2015				
27.2.2	will contact AR to see where actions are at.	GS		
27.3	to remove Terms of Reference from the Agenda	KM		Complete
27.4.3	agreed to contact DE regarding the PPAB paper	GS		
27.6.1	agreed to promote Ada Lovelace event via BCS Women	MR		
27.6.2	will forward information to MR	BT		
27.6.3	to contact IS regarding the electronic transfer of student prize funds and the use of faux cheques in student prize packs	GS		
27.6.4	to take overseas student prizes back to finance team to include into the finance system discussions	JT		
27.7.1	to take internet branding issue back to Lynda Feeley	JT		
27.7.1.2	to contact web team regarding questions highlighted in MR's report and find someone who may give a presentation at the next convention.	GS		
27.7.4	to contact chairs to let them know an alternative representative will be welcome to attend.	GS		
27.7.4	to ask Carl Harris if he would do a presentation on Panopto	JT		
27.7.7	to get threads together and sent to GS by 3 rd September 2015	All	03.09.15	
27.9.3	to look out Award Definition paperwork and forward to GS and put onto agenda for the next meeting	KM		Complete
27.9.3	to circulate definition paperwork	GS		
27.10.2	to forward linkedin link to KM	PA		Complete
27.10.2	to circulate link upon receipt.	KM		Complete
27.10.2	to forward updated information to GS	KC		

27.10.2	to discuss finalising the information ready for the convention	GS and KC		
27.10.4	to forward link for Panopto including further information	JT		
27.10.4	to contact JS and Colin to see how this could be incorporated within the Convention	GS		
27.13.2	to look into finding the styles and forwarding to committee	JT		Complete