

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

**MINUTES – 11<sup>th</sup> December 2014**

Minutes from the 24<sup>th</sup> meeting of the Membership Board Best Practice Committee (MBBPC), held on Thursday 11<sup>th</sup> December 2014 from 10.30am to 2.30pm at BCS London, 5 Southampton Street.

**Attendees:**

Garfield Southall (GSo), Bob Thurlby (BT), Margaret Ross (MR), Alastair Revell (AR),

**Virtual Attendees**

Kevin Chamberlain (KC), Iain Thompson (IT), Motassim Thupsee (MT), James Uhomoihi

**In Attendance:**

Karen Myatt (KM)

**Apologies:**

Jose Casal-Gimenez (JC), Judith Taylor (JT)

**1. Introduction**

GS welcomed everyone to the committee meeting and ask for Any Other Business. There were no items of AOB

**2.0 Minutes of Previous Meetings**

**2.1 Accuracy of minutes 12 September 2014**

The minutes of the 12<sup>th</sup> September 2014 were accepted as a true and accurate record..

**2.2 Review progress on actions and matters arising**

Actions 19.13, Completed – papers with KM to go on Volunteers Portal

Actions 19.14, completed

Actions 20.9 - Complete

Actions 20.15 Complete

Actions 21.8, - Complete

Actions 21.9, - Complete

Actions 21.10 Complete

Action 21.13 – on-going - Founders letters are to be awarded at the Branches and Groups 2015 AGM's in conjunction with celebrating the birth of Ada Lovelace; MR has all the information regarding members who will be receiving the founder letters. BT has a presentation regarding Ada Lovelace and will circulate slides; MR will add this to the events in a box.

Actions 22.1 – on-going

Actions 22.2 – Complete

Actions 22.3 – Complete

Actions 22.4 – Complete

Actions 22.6 – Complete, however BT has identified another case study in Jersey, he will pass on to MR to look into as he feels there is still more to be done.

Actions 22.7 – Complete

Actions 22.8 – Complete- it was felt the video for this was too shaky even after it had been modified, it was thought that the idea was good however it was felt that we needed to find a way to get the videos edited and on line more quickly. MT would work with Colin and get his opinion to see if it could be put on to You tube. It was thought this was a good idea and could be added to the Recording and Broadcasting area to use as a demo next March

Actions 22.9 – on-going  
 Actions 23.2.2 – Complete  
 Actions 23.2.2 – Ongoing TOR  
 Actions 23.2.2 KM to check professional Evangelism and send out to committee members  
 Actions 23.2.2 Complete  
 Actions 23.3 Complete  
 Actions 23.4 Complete  
 Actions 23.5.1 Complete  
 Actions 23.5.2 Complete  
 Actions 23.6 Complete  
 Actions 23.7.1 Complete  
 Actions 23.7.2 Complete, GS contacted Christine however has received no reply, GS will be attending a meeting in Manchester and will consult with the new Chairperson in January and therefore will complete this for the next meeting, the committee felt it was not clear if the involvement was the candidates or if it was the group as a whole, if it was the candidates then it was thought the award should be a Meritorious one however if it was the group as a whole then it should be an Achievement Award. It was also thought that YPG should be contacted to see if they had any further information that could be added. GS agreed to contact YPG.  
 Actions 23.8 Complete  
 Actions 23.9 Complete  
 Actions 23.9 Complete  
 Actions 23.10.1 Ongoing  
 Actions 23.10.2 this will be completed by the end of the meeting.

**Action** KM to Load Events in a box papers onto Volunteer Portal  
**Action** BT to circulate Ada Lovelace slides to committee members  
**Action** MR to add Slides to Events in a Box  
**Action** BT to pass Jersey case study to MR  
**Action** MR to look into Jersey case study  
**Action** MT to contact Colin re You Tube  
**Action** KM to send out Professional Evangelism to Committee Members  
**Action** GS to contact Manchester Chair re Meritorious Award and also YPG for further information.  
**Action** KM to add meritorious award to next agenda

11.00am James left the meeting and Alastair joined.

### 3.0 Term of Reference

To be put on next month's agenda

**Action:** KM to put Terms of Reference on next month's Agenda.

### 4.0 Membership Board Update (verbal)

Membership Board were looking at defining member engagement, DE is currently working on a new paper and hopefully this will be available for discussion at the next meeting.

**Action,** KM to put David Evan's paper on the next agenda.

Other topics at the Membership Board included looking at Risk. It is in the TOR of the Membership Board if there are risks in the Membership Board Area then these should be highlighted to Trustee Board, which so far has not been done. Trustee Board need to know what acceptable risk is and what is not.

GS asked all to consider risk to gain committee ideas regarding it. It was thought the key would be financial, reputation and the value to members. Other sorts of risk may be, high

profile campaigns to gain younger people into groups however this may put off older members risking isolation of members. It was noted that Hertfordshire had identified this risk and decided that they would go ahead with their plans for such a campaign anyway. Also the autonomy of groups could be considered a risk. It was thought that Risk could be looked at as a system including profit outcomes and what strategies are available, which could give mathematical answers. IDKT was very interested in this model and would contact BT to discuss further a more systemic approach. GS would put notes together from the discussion and forward to IDKT

Other risks could be considered to be with other organisations when holding joint events, in particular with regard to the other organisations reputation. It was also noted that as groups are now separate from L&D that we no longer have current and up to date information.

GS noted that an award had also been put forward and approved at the last Membership Board meeting.

**Action** IDKT to contact BT regarding Systemic approach to risk

**Action** GS to forward notes to IDK

## 5.0 Conventions 2014

GS expressed his wish to look at 3 specific areas regarding the Autumn Convention namely: the overall feeling of the event, feedback from attendees and Reports from groups.

### Overall feeling of event

It was widely thought that splitting into roles was very successful, the room layouts worked well. The chair's stream worked particularly well and most got something out of it. There seemed to be a perfect mix of individuals. The logistics of the day went well. It was thought the key was people felt they had contributed. An overview of the event could be added to the Volunteer Portal.

GS thanked Judith, Mandy, Karen and London staff for all their hard work and enabling the event to run smoothly. It was wonderful.

It was thought we now have two shapes for conventions and would like to keep it this way for the spring convention, which has traditionally been for speakers and the role based one for the autumn convention. The committee agreed this would be a suitable way forward, it was noted that groups would have liked to have had substitutes for the roles. Assistant secretaries and treasurers would help with succession planning; perhaps include an induction strand for general roles. It was also felt the YPG should be included as some seem unaware of their roles.

Chair, YPG, Publicity and a General group strand may be able to be included. The Chairs group felt this should be held yearly. It was suggested that maybe branches could hold regional conventions. If all roles were included it would require a larger venue, some roles could be combined, and it was thought that an extra strand could be added to the next convention and look at venues for next time.

It was discussed that some of the convention could be taken up with more formal training, or at the same time, lecturers could use Go To Meeting session for a more formal training and the questions and answers slot at the end, perhaps these could run parallel from London. It was questioned how this would work for the overseas groups, and what would be beneficial to them. The chairs wanted something more formal and in-depth. It was thought that training would be good at the start of the chairs term of office. It was thought that it would be good to have a live convention although it was noted that it would take some doing as an online event also the time difference would make it difficult to attend, although it was noted that it need not be done in the UK?

#### Feedback from attendees

Pre event online booking category all got good results, all ran very well, the sections and events have lower results however happy with the spread of satisfaction. Other members of the committee had not seen a copy of the convention results GS agreed to circulate papers and talk at next meeting.

It was thought a display board of what's available from BCS. Including leaflets etc. would be a good idea.

GS has a theme for the next convention "what is BCS?" this is prompted by work being undertaken by the new CEO Paul Fletcher who is currently looking at how BCS is seen by the wider world, March would be good timing to present the New BCS which is outward looking and improved image with the rest of the world.

**Action** GS to circulate feedback papers to committee to discuss at next meeting.

**Action** KM to add Convention Feedback to next meeting's agenda.

It was discussed if it was worth picking out some comments and adding them to the volunteer portal and distributed via the chairs, it was felt that all comments could be added to the volunteer portal and circulate a summary to the chairs, GS required a volunteer to collate all the information to include in a summary for the portal and to be distributed to all chairs. MR agreed to collate this information and thought it could be used as a promotional document to advertise how good the conventions are.

**Action** MR to collate convention and summarise convention feedback and arrange for it to be added to the volunteer portal and distributed to all chairs.

#### Events Role

It was questioned who looks after the overall shape and design of group's websites. The PR department decides on the basic format but some groups manage their own sites although this may change in the near future, and may be managed centrally. There are several LinkedIn groups; role based ones would need to be set up and monitored. GS agreed to look into this, obtain statistics and pass to DE. It was questioned if this would be monitored or moderated, how they would run, who would run them, who would moderate them and what relevant experience would they need in order to accomplish this. There needs to be a formal structure behind this, and there would need to be a different person for each role, this would need to be organised first.

**Action** GS to look into role based LinkedIn groups, and pass statistics to DE.

#### Secretaries Role

Need to know the quorum for groups and branches at an AGM this information does not seem to be available. The volunteer portal appears to be out of date and would like more useful links. The 5<sup>th</sup> slide of the summing up, could this be added to the induction package KC agreed to look at these and incorporate where appropriate.

**Action** KC to look at Secretaries slides and incorporate into the induction package.

It was noted that the secretaries presentation included lots of questions; how can we get them answered, can these be picked up at a later date? KC thought they could be the start of a FAQ part of the volunteer portal. This was thought to be a good idea, the relevant people would need to be sought to answer questions. GS agreed to contact JU with a view to taking on the task of producing FAQs on Volunteer Portal and feeding back to groups.

**Action** GS to contact JU with a view to taking on the task of producing FAQs on Volunteer Portal and feeding back to groups.

Meeting broke for lunch at 12.30pm and returned 13.05pm

## 6.0 Work Programme

### 6.1 Liaison

Taking a look at this as something to be fixed, most member groups are running well but there are 10%, that are at the top and 10% at the bottom we should be concentrating on the best resources at the top to aid those at the bottom. We are all responsible for all the member groups although it is acknowledged that some people have close links with some groups however we do not lose anything by moving to a different model, this will give us the opportunity to maybe select the right person with specific knowledge to help the group with a specific issue. This way we will be able to assess the strengths and weakness of groups and can be paired with members this way. All communication going out can point the groups in the direction of the committee via the volunteer portal, suggesting people are free to contact members. This way we miss out the middle 80% but would move the rest forward. SG exec currently send out chatty emails with relevant information to groups they are working with, this is more for help and guidance when groups are going through a difficult phase, half of this is also passing on best practice. This could be done on a 3-6 month project basis linking groups to pass on best practice.

Perhaps Member Groups Team in Swindon is in the best place to spot trends and monitor events going on, identifying groups that may be in trouble and pass information from here onto MBBPC, this could also be monitored by looking at websites and doing a group audit say 1/3 each year to look at how the groups are performing by selecting measures such as underspend on budget via the finance committee, number of meetings held, number of attendees this could then be covered on a 3 year rolling process. If branches disperse then members will become disenfranchised, this however is less of a problem in London than in outlying areas. It could be a means of picking up best practice from one place to add to another providing links to networking with greater communications via roles. It may be they could get together via Google hangout to get regional groups to increase working together. By upping the communication between branches and groups we will create a thermometer of entropy of groups and this can help to decide the best way to work with them which may involve getting outside knowledge.

What is required initially is a sequence of steps of how this should work and seek to implement the paper by February ready to announce at the convention in the spring. AR agreed to look at this for February and would welcome all critics to his paper.

**Action** AR to put together sequence of steps as to how the liaison role would work and present to committee at the February meeting ready for the convention in the spring.

### 6.2 Induction for Member groups

KC has been setting up a standard induction when joining member groups. It is currently bullet points of headlines of what needs to be covered and is a work in progress. It is a process of pulling together all relevant information into one place and all on the portal so it is easily found. This could then be produced into a word document, power point presentation or online training course. As things change an online training course would be good to have a format in place, with two elements, the induction back ground and a role based element. It would be useful as a document with web links and print outs. We currently need to know how static these links are and if they are static can they be redirected. If they are word documents people could cut and paste as necessary. This could also include such items as the PDP, e-training and SFIA+, there was also a discussion on the need for the code of conduct for committee members, practice and social network policy, code of conduct for a BCS officer a Trustee Board document and maybe role based supplements. KC agreed to make additions to the paper for the February meeting.

**Action** KC to amend Induction for Member Groups to include code of conduct etc. in time for the February meeting.

### 6.3 Cyber Security

GS has become involved with the university side of cyber security. There are now regional hubs of excellence for cyber security. It is a part of each member groups remit to help regions to understand cyber security better. Cyber security should be put into groups with their regions and members should be fully versed in cyber security. Maybe this is something that could be added to events in a box. Cyber Security is big news with local authorities at the moment and most branches are doing some work within this area.

**Action** GS Agreed to send the link re CESG to all Committee Members.

Some of the items in Events in a Box could be made mandatory and some could not, this could also be put out to the public and elderly and would look at child exploitation on line, events could be run in local authority areas. Policy informing public should come from PPAB. Each branch should have a remit to put on an event to do this and could be part of the outreach. Maybe this could also be done via Student Chapters but cannot be a one off exercise information will need to be kept up to date and redo it frequently; this would also be a good way to measure how a branch is doing. GS agreed to look at the further implementation plan, revisit and review the package from last year and consult with Cyber Securities in BCS and PPAB , perhaps this could also be linked with Science week in March if not this March then following years .

**Action** GS 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.

### 7.0 Liaison Officers Role

Jersey would like to become involved with Animation and GMS as reported by MR  
 Long term service to add to next agenda  
 Mauritius integrated into sub group to add to next agenda  
 BCS women in diversity training to add to next agenda

**Action** KM to add above items to next Agenda

### 8.0 Talent spotting

This originally came from the nominations committee who used to maintain a pool of talent and those eligible for senior roles. However this was abandoned 2 years ago. It was thought that the Membership Board should maintain this pool of talent. The Chair of the nomination's committee would like MB to take on this project to train and develop volunteers for the senior roles in BCS. RJ wants to put this information onto the volunteer portal and would like to encourage member groups and their committees to put forward individuals for these jobs.

It was thought that maybe those who have received meritorious and achievement awards could be the pool of talent for the more senior roles.

BCS is about to advertise vacancies for the membership board committees, the information will be available on the volunteer portal requiring 2 professional endorsements there are 3 vacancies in total, Chair of :Policy Committee and general members of the Finance Committee and Best Practice Committee .

### 9.0 Any other business Spring convention

Theme for the spring convention is; "What is BCS?" Putting it in line with Paul Fletcher's new strategy for BCS. We are not in a position to put a structure in place at present, but this

can be forwarded to an online meeting in January, to be arranged at a later date. GS and IDKT will contact Paul to give an insight into what we would like to do. It was questioned if it would be possible to have a couple of break out rooms available for looking at the volunteer portal. Also it would be good to include leaflets and services that were available from BCS including information about speaker's gifts, qualifications and maybe it would be good to meet the new L&D CEO. It was also noted that we needed to get the date, location and topic advertised as soon as possible.

**Action** GS to contact all regarding the online meeting in January for spring convention.

**Action** GS to contact PF regarding new strategy for BCS and linking it to spring convention.

**Vice-Chairperson**

AR was happy to be the Vice-Chairperson in Garfield's absence for future meetings. Proposed by MR committee agreed.

The meeting closed at 2.30pm.

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**Dates of next committee meetings:** Thursday 26<sup>th</sup> February 2015 at 10.30am 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?
<b>ACTIONS FROM MEETING 21 : 12 FEBRUARY 2014</b>				
21.13	Speak to JT about Founders Award letters	Margaret Ross		ongoing
<b>ACTIONS FROM MEETING 22 : 15 MAY 2014</b>				
22.1	Update Terms of Reference	Garfield Southall		On-going
22.9	Report back on the USA Section	Simin Kamali		On-going
<b>ACTIONS FROM MEETING 23 : 12 September 2014</b>				
23.2.2	GS to send out updated TOR	GS		ongoing
23.9	GS to Distribute AR report	GS		ongoing
23.10.1	GS to set up interviews with new members	GS		Ongoing
<b>ACTIONS FROM MEETING 24 : 11 December 2014</b>				
24.2.2	to Load Events in a box papers onto Volunteer Portal	KM		Completed 22.12.14
24.2.2	to circulate Ada Lovelace slides to committee members	BT		
24.2.2	to add Slides to Events in a Box	MR		
24.2.2	to pass Jersey case study to MR	BT		
24.2.2	to look into Jersey case study	MR		
24.2.2	to contact Colin re You Tube	MT		
24.2.2	to send out Professional Evangelism to Committee Members	KM		Completed 22.12.14
24.2.2	to contact Manchester Chair re Meritorious Award and also YPG for further information.	GS		
24.2.2	to add meritorious award to next agenda	KM		Completed 22.12.14
24.3	to put Terms of Reference on next month's Agenda	KM		Completed 22.12.14
24.4	To put David Evan's paper on the next agenda.	KM		Completed 22.12.14
24.4	to contact BT regarding Systemic approach to risk	IDKT		
24.4	to forward notes to IDK	GS		
24.5	To circulate feedback papers to committee to discuss at next meeting.	GS		
24.5	To add Convention Feedback to next meeting's agenda.	KM		Completed 22.12.14
24.5	to collate convention and summarise convention feedback and to arrange for it to be added to the volunteer portal and distributed to all chairs.	MR		
24.5	To look into role based LinkedIn groups, and pass statistics to DE.	GS		
24.5	To look at Secretaries slides and incorporate into the induction package.	KC		
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		
24.6.1	To put together sequence of steps as to how the liaison role would work and present to committee at the February meeting ready for the convention in the spring.	AR		
24.6.2	To amend Induction for Member Groups to include code of conduct etc. in time for the February meeting.	KC		
24.6.3	Agreed to send the link re CESG to all Committee Members.	GS		



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		
24.7	To add items to next Agenda	KM		Completed 22.12.14
24.9	To contact all regarding the online meeting in January for spring convention.	GS		
24.9	to contact PF regarding new strategy for BCS and linking it to spring convention	GS		