

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

MINUTES – 21 May 2015

Minutes from the 26th meeting of the Membership Board Best Practice Committee (MBBPC), held on Thursday 21st May 2015 from 10.30am to 2.15pm at BCS London, 5 Southampton Street.

Attendees:

Garfield Southall (GS), Margaret Ross (MR), Alastair Revell (AR), Judith Taylor (JT)

Virtual Attendees

Kevin Chamberlain (KC), Haiyan Wu (HW) Jonathan Shenton(JS)

In Attendance:

Karen Myatt (KM)

Apologies:

Bob Thurlby (BT), Iain Thompson (IDKT), James Uhomobhi (JU)

1. Introduction

GS welcomed everyone to the committee meeting. Apologies were received from Bob Thurlby, Iain Thompson and James Uhomobhi. There was one items of AOB.

2.0 Minutes of Previous Meetings

2.1 Accuracy of minutes 26th February 2015

The minutes of the 26th February 2015 were accepted as a true and accurate record.

2.2 Review progress on actions and matters arising

22.1 complete

22.9 Ongoing – GS to contact SK with regards to lapsed membership and advise that membership of BPC has also lapsed

23.2 Complete

24.2.2 Complete – MR gave a brief overview of Jersey and will send information to people who are interested

24.2.2 Complete

24.2.2 Complete

24.4 On-going

24.5 Complete

24.5 Complete

24.5 Complete - role based groups on LinkedIn has been looked at and is a huge piece of work which was felt better to come back to at a later date, GS will go back to DE

24.5 Ongoing

24.5 Ongoing

24.6.3 Ongoing

25.2.2 Complete

25.4.2 Complete

25.3 Complete

25.4 On-going – IDKT has made contacts however no further information has been forthcoming as yet, still awaiting one reply

25.5.1 Complete

25.5.1 On-going

25.5.3 Complete

25.6 Complete – JT has a spreadsheet and can give an update on group’s performance and activities and can give updates at meetings.

25.6 Complete

25.6.1 Complete

25.6.2 Ongoing –JT has meeting with GA and will report back to committee via email if anything is urgent, we are however awaiting Ambassador information regarding training sessions. MR to contact GA regarding content of Diversity Training.

25.7 Complete

25.8 Complete

25.8 Complete

Action GS to Contact SK re lapsed membership and BPC membership, and also to further discuss LinkedIn groups with DE at a later date

Action JT to give updates to member groups’ performance at committee meetings and report back to BPC any urgent information received from her meeting with GA regarding Unconscious Bias training

Action KM to add Member Groups update onto agenda as a regular item

3.0 Terms of Reference (Review)

GS circulated a paper with the Terms of Reference changes to be added to the Volunteer Portal, committee agreed to the additions.

4.0 Membership Board Update (verbal)

GS reported BCS have a new strategy that was launched at the Spring Convention “Making IT good for Society” which will include a major revamp of marketing image and branding of BCS. It has still to be approved by the TB but this is felt to not be a problem. There are three pillars now instead of five, those being, Community, Excellence and Leadership. MB thought that the TOR needed to be changed in line with the new strategy. JT gave a brief outline of the new strategy. GS agreed to send out a copy of a high profile video and strategy slides once he has received them from DE.

Action GS to send out high profile video and new strategy slides to committee members

It was thought that a hierarchical chart of who’s who would be good in light of the changes however it was noted that the staff dealing directly with member groups had not changed.

Action KM to put New Strategy on future agendas

GS also report that YPG were looking for ways to rejuvenate the group and TC is trying to get an AGM together.

Student prizes were also discussed at MB; it was thought that the current student prize is not value for money and that stopping the prize may have a knock on effect to groups who currently receive free rooms in Universities. It was thought that having a bursary of £5,000 and making the prize bigger gives it more importance and may be a better option though expensive.

It was thought that students could be awarded a credit for £150 which could be used towards a higher level membership or books and a lower membership level, provided they are used for BCS products. This information could be added to their Catalyst record and used as and when required.

It was noted at MB that there was a proposal and a vote to stop student prizes at this time, motion was carried by one vote. BPC felt that IT is a very Prize deprived occupation and needs the prizes, to advertise and incentivise. It was reported that those not on accredited courses would no longer receive prizes and that the BCS prize is considered small

compared to those given by outside companies. It was questioned if we are outreaching or are we shoring up what we have and becoming insular. GS agreed to take this issue back to MB and let them know BPC are not happy with this decision.

Action GS to take Student Prize issue back to MB for discussion

4.1 Engaged Members

This item was to be added to the next agenda when information would be available.

Action KM to obtain Engaged Member paper from DE

5.0 Conventions

5.1 Spring Convention Update

Was well received, with 88% believing the booking system worked well and 93% liked the overall event. survey picked up items around KPI's, BPC felt that groups were already doing this however it was something that could be added to the Liaison Role. Engagement with younger members was felt to be an issue however being attractive to employers may be a way forward and increase the engagement of the young people, perhaps by providing leadership/soft skills training as a benefit to employers.

It was felt that the Q&A sessions were flawed by individuals wanting to advertise/ promote their groups events rather than sticking to Q&A's, it was thought that a defined slot for people to promote events would be better. It was thought questions could be submitted ahead of the Q&A or maybe tweeted over lunch. It was noted that the senior people did not stay for the afternoon events giving the wrong impression. It was also thought that the outgoing president should give an account of the achievements over the year in office.

It was questioned if the three pillars have been given to the groups or not, it was thought these had not yet been cascaded down, though help would be needed to find ways to do this effectively.

GS felt that there were lots of useful comments and suggestions received from the survey and asked for a volunteer to sift through them and pick out the more salient points and where these queries and suggestions should be sent to, to be most effective. MR agreed to do this and report back at next meeting.

It was questioned if a speed networking session could be included, however it was unclear how exactly this would work, it was suggested that maybe an ice breaker session was more appropriate.

Action MR to review survey and retrieve more salient points and highlight where the queries and suggestions should be sent to, to be most effective. To be reported back at next meeting and include Networking feedback

5.2 Networking Feedback

It was felt there was too much information to be dealt with in its current format and required only the salient point retrieving from those provided. MR agreed to include this information in her feedback report to next meeting.

5.3 Autumn Convention

A discussion ensued regarding the content for the next autumn convention; it was thought the Chairs and Secretaries were to be included as a matter of course however GS asked for thought on two further threads. It was decided that YPG would be a good third string and join Disability and Community Liaison together. It was noted that there needs to be an opportunity for more discussion to enable attendees to feel they are getting something different and have their say and also opportunities for networking. GS agreed to ask DE and Executive Committee for contributions to Autumn Convention and will circulate to BPC. Examples of best practice, presentations and good events were thought to be things that

needed to be advertised at the convention it was also questioned if the days could be added to the list of notable dates, KM agreed to do this for the next meeting.

Action GS to consult with DE and Executive Committee for Convention contributions
Action KM to add day to list of notable dates

Meeting broke for a short lunch break 12.30 to 12.50pm

6.0 Volunteer Awards

6.1 Award for AM is still ongoing, IDKT has made contacts but has yet to receive anything further, and he is currently awaiting more information from a further source and will report back as and when this is received. It was questioned if we could approve the award of a certificate of appreciation at this time subject to further information supporting a meritorious award. Committee agreed this was a suitable course of action and agreed the certificate of appreciation at the stage.

6.2 A nomination for certificate of appreciation has been received from BCS Women for HD who has worked tirelessly on the appathon project. It was questioned if we are currently getting ahead of ourselves as the appathon is due to take place in a months' time and the outcome of that may mean that the award is upgraded to that of Meritorious for the work in this area.

A discussion ensued as to the individual meeting the right criteria for meritorious award and whether there was sufficient evidence to support the projects being different areas of work or could it be given for doing a significant amount of work in one particular area. However it was noted that if this piece of worked changed things within the whole of BCS then a John Ivinson award could be considered. It was thought that the criteria for awards should be revisited and would be put on the agenda for the next meeting.

It was proposed that the nomination be approved for a certificate of appreciation at this time with a view to further discussion and possible upgrade following the event. BPC committee agreed with this proposal

Action KM to add Awards Definitions to the next agenda along with AM and HD awards

7.0 Work Programme

7.1 Liaison Role

It was thought the next step would be to bring together 10 chairs, 5 from branches and 5 from specialist groups via GoTo Meeting and get feedback regarding the proposed pilot from the last meeting. It was thought by running a pilot with an SG and Branch we could see how they feel about the activity.

It was thought it could be tagged on the back of the new strategy and be branch, SG focussed, being advertised as empowerment for the groups.

It was thought that with a regular update from MGT we would be able to explain further what it is we are trying to deliver to the member groups. Groups have also asked for KPI's which could be driven by a framework of questions that was hoped would provide the core of the review and then in a year or two's time we can ask how the group progressed in relation to the questions.

It was thought that maybe an award could be created for the branches and SG's and a prize be given, other thoughts included providing an email to groups and SG's highlighting news and good practice throughout the groups, it was hoped this could be launched at the autumn convention. GS asked JS if he could put together a document regarding the criteria for SG and branches awards including the international sections. JS agreed to do this for the next meeting

Action JS to produce a branches and SG prize criteria for next meeting

It was decided a brief document needed to be produced, outlining the process of the review, organise an online focus group, produce a questionnaire, collate feedback, complete 2-3 reviews prior to the convention, however it was thought that some of this work could be incorporated within the convention due to time scale and therefore only a brief paper and the online focus group needed to be completed prior to the convention. AR agreed to produce the paper for the next meeting and conduct the online focus groups prior to convention.

Action AR to produce a paper outlining the review process and setting up the online focus group for the next meeting.

7.2 New Committee Members Induction

GS would like this process ready for presentation at the Autumn Convention. KC reported the generic section is almost complete, however the second section which is split into roles, he requires help with. GS agreed to contact KC and work with him on this to ensure it is ready for the autumn convention.

Action GS to contact KC to help complete induction document.

It was questioned how the committee envisioned this induction package be delivered to the individual, was it to be via a document, power point, interactive or training? It was thought it needed to be delivered locally or by a team and could be a power point with audio attached where the individual had the option to use the audio if necessary. It was thought maybe the broadcasting people could help.

It was thought that if the welcome email could be sent with link to the induction package, soon after the candidate was voted into their position it would be most beneficial, then maybe further training could be delivered at the convention to consolidate this learning. It was questioned if we have any contacts with the Open University, it was thought the Learning and Development SG would have contacts in this area and would therefore be able to help with ways to provide this training. It was feared that as branches and SG's were patchy in their training, some individuals may not receive the training they require. It was thought this could be safeguarded against if there were 4/5 GoTo meeting dates a year whereby a role champion would deliver the training, the individual would then be expected to attend online, on an evening or weekend.

Fears were raised with regards to struggling groups, that they may be expected to do too much too soon, it was noted that for those groups there would be special measures in place and therefore would not be expected to follow the usual process.

It was also noted that if an individual does not complete the UB training their role as a committee member is not validated, perhaps something similar could be put in place for completing the induction package. It was questioned if we could have prerequisites training in that they have already received the necessary training for that role and would therefore tie in with talent development, it was thought this could also be added to their PDP and would show up on their profile as to who was interested in moving on.

7.3 Cyber Security

GS met with Sir Edmond Burton of IAAC to discuss a package to be sent to schools including primary schools and would be included into the CAS, this is currently ongoing.

7.4 Recording and Broadcasting

Branches and SG's have asked for a standard kit list including capability for recording, details and costs. CP is happy to be involved with this, JS agreed to help.

It was questioned if the equipment was expected to be bought centrally then disseminated to the groups as greater savings could be obtained when buying in bulk, or was it to be bought on request. It was more likely to be bought on request.

It was reported that some groups are currently using Panopto system that allows for the recording of audio and slides at the same time so that they can be played back with voiceover matching the slide and giving the capability of finding specific slides and information within a presentation.

8.0 Talent Spotting

IDKT circulated the papers form TB regarding talent spotting. It is for BPC to build a structure to ensure groups are doing this, this could be something to include in the conventions for chairs to engage with. It was questioned if BCS was putting anything in to nurture this or is it down to groups to do it internally? It was thought that broadcasting could be done centrally. This could also be linked back to internal certification and the use of CIPD and professional groups. People need to be encouraged to use the CPD's and keep up to date. Perhaps people could be shown how to set up their own CPD. There is also a mentoring programme about to go live that would link in very well to this. It was thought BCS could contact employers to see what BCS can do for them to meet their needs, and perhaps provide training slots as a way to satisfy and give an incentive to employers to release their employees to attend the event. Perhaps this could be achieved with a letter to the employer with this information and why they should support their employee; it was felt that getting the employer on board was the key to encouraging younger members to the conventions. It was felt that perhaps some training could be traded with other organisations.

9.0 Any other business

Risk – GS will circulate information to committee members regarding risk

Action GS to circulate Risk paperwork to BPC

Volunteer portal is currently out of date; please could members send photos and short bio to Karen to update.

Action all to send photo and bio to Karen to update volunteer portal

Action KM to update volunteer portal accordingly

MR requested the approval of the use of Open badges from Open Source, this was agreed to be looked at in more detail at next meeting.

Action KM to add Open Badges to next Agenda

The meeting closed at 2.15pm.

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Dates of next committee meetings: Thursday 13th August 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 22 : 15 MAY 2014				
22.9	Report back on the USA Section	Simin Kamali		On-going
ACTIONS FROM MEETING 24 : 11 December 2014				
24.4	to contact BT regarding Systemic approach to risk	IDKT		On-going
24.5	To look at Secretaries slides and incorporate into the induction package.	KC		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		
25.5.1	to develop an induction event to take place at the Autumn Convention liaising with GS and put to the committee meeting in May	HW		
25.6.2	to contact GA regarding the content of the Diversity Training	MR		
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		
26.2.2	to give updates to member groups' performance at committee meetings and report back to BPC any urgent information received from her meeting with GA regarding Unconscious Bias training	JT		
26.2.2	to Member Groups update onto agenda as a regular item	KM		Complete
26.4	to send out high profile video and new strategy slides to committee members	GS		
26.4	to put New Strategy on future agendas	KM		Complete
26.4	to take Student Prize issue back to MB for discussion	GS		
26.4.1	to obtain Engaged Member paper from DE	KM		Complete
26.5.1	to review survey and retrieve more salient points and highlight where the queries and suggestions should be sent to, to be most effective. To be reported back at next meeting and include Networking feedback	MR		
26.5.3	to consult with DE and Executive Committee for Convention contributions	GS		
26.5.3	to add day to list of notable dates	KM		Complete
26.6.2	to add Awards Definitions to the next agenda along with AM and HD awards	KM		Complete
26.7.1	to produce a branches and SG prize criteria for next meeting	JS		
26.7.1	to produce a paper outlining the review process and setting up the online focus group for the next meeting	AR		
26.7.2	to contact KC to help complete induction document	GS		

26.9	to circulate Risk paperwork to BPC	GS		
26.9	to send photo and bio to Karen to update volunteer portal	all		
26.9	to update volunteer portal accordingly	KM		
26.9	to add Open Badges to next Agenda	KM		Complete