BCIEoE – Management Committee Meeting 19/06/2020

11:00 – 13:00 GMT, By Skype Teleconference

Attendees: Key:

Mark Suttle, Chair **Current Actions**

Brian Kinch, Secretary **Carried Forward Actions**

Richard Verrinder, Vice Chair **Late Actions**

Jim Barrow, Member

Adrian Jolly, Member

Lauren Kinch, Administrator

Tim Cracknell, Member (Part)

Ian Dunlop, Prospective Member (Part)

Matthew Neall, Member

Apologies:

Chris Aldred, Prospective Member

Welcome and Introductions:

MS welcomed everyone to the meeting and ran through the agenda, a particular welcome was extended to ID as a prospective new member, and to MN as a recent addition to the Committee.

The Committee had no additional agenda items to add and therefore the meeting proceeded to schedule.

Formal approval of meeting Minutes from 28th February 2020 and 22nd May 2020

A minor amendment was made to the second paragraph of the minutes from 22/05/20 to ensure it referenced the appropriate section (section 6) of the BCI’s voluntary group code. Otherwise both previous minutes were approved for publication.

Note/reaffirm suitability/record update on actions from Minutes, 28th February 2020 and 22nd May 2020

Open actions –

**28/02/20**

* **Action 1 – JB to add 3 high level topics (+1 other) to meeting template. Carried forward as JB was unable to attend the call so was unaware of the action.**

**Action 01/190620 – AJ to send a reminder to JB in connection with the items to be added.**

* **Action 2 - MS to include various items as detailed on the spreadsheet in the next discussions with David Thorp.** **Carried forward until September when we can meet with David Thorp.**

**Action 02/190620 – BK to invite BCI Chairman Tim Janes to the September Committee Meeting.**

* **Action 3 - AJ to create Forum social media presence. Carried forward as this is still relevant to create and provides networking opportunities for the Forum but it needs to be positioned sensitively in order to avoid any conflict or controversy with Central Office.**
* Action 4 – Closed as vacancies have been filled.
* Action 5 – Closed as ToR is now being superseded by BCI’s voluntary group code.
* Action 6 – Closed for now as stadia event will likely only occur after COVID-19 shielding requirements are relaxed. We can look at opening again when we approach normality as appropriate.
* Action 7 – Closed as now with AJ. AJ has connected with Kate Needham-Bennett at the Women in Resilience and is trying to have a representative attend a future event/Committee meeting.

**Action 03/190620 – AJ to follow up with contact from WIR to see if they would like to join our meetings.**

**Action 04/190620 – BK to include diversity and inclusivity as topics on the potential future events list.**

* Action 8 & 9 – Closed as these related to a proposed June social event and circumstances have prevented this taking place.

**Action 05/190620 – BK to get a topic and delivery for a virtual event for later in the year. Possibly 16th October.**

* Action 10 – Closed as there are limited activities for the London and South Forums at this time.
* Action 11 – Closed as no additional requirements to change Forum materials have been highlighted and MS has already got changes to the regular Powerpoint presentation in hand.

**22/05/20**

* Action 1 – Closed as ToR is on the agenda of this meeting.
* Action 2 – Complete as agenda had been circulated for this meeting.

Any other matters arising

AJ suggested any future calls be run on Zoom rather than Skype owing to better format and less technical challenges. This will be considered subject to accessibility issues in that Zoom is prohibited on some corporate networks.

JB indicated the BCI World Exhibition this year is going virtual and it is unclear what will happen with the traditional Forum leaders conference.

**Action 06/190620 – MS will update on volunteer conference as and when further information is available.**

Terms of Reference (ToR)

MS and BK provided background to the creation of the original Forum ToR and the possible succession or amalgamation with the latest BCI voluntary group code.

MS asked the Committee whether there was value in continuing to have a separate ToR for our Forum, bearing in mind we are probably the only Forum to have had such governance although JB noted that as some Chapters are limited companies then they would also have separate operating documents.

The Committee in general felt the introduction of a central code is a positive move but the manner in which it has been completed and imposed is sub-optimal. The sense is that a continuing ToR is important for relevance and for good effective governance.

MS highlighted some of the positive changes that the Central BCI voluntary group code has created including removing the burden of having to have paid up members on the Committee and he suggests we consider those elements of the code that would be a benefit.

**Action 07/190620 – All to review the revised ToR proposals from RV and to provide comments to him on a timely basis to allow a final version to be circulated in good time before the next meeting.**

RV specifically asked the Committee whether we are happy to be called a Chapter. BK indicated the change to a Chapter has already happened on the website, including the change to the logo.

**Action 08/190620 – MS is to speak with Central Office about whether the change to a Chapter is mandatory.**

RV also expressed reservations about the use of group leader and deputy terms and the apparent requirement for complete independence from any other continuity commercial venture.

**Action 09/190620 – MS is to speak with David Thorp about the rationale for this structure and requirement.**

Future events:

The Committee recognise that prevailing circumstances mean there is no way to be sure what plans to make in the short/medium term and we do not know when that will change. Future events will almost certainly have to be mainly or exclusively virtual for the foreseeable future.

AJ suggested a possible topic at a future event could be how COVID-19 has affected our plans and how the industry will change forever due to Lockdown. For example, the downturn of focus on workplace recovery solutions and yet the possible upturn on hotdesking or remote office locations as opposed to fixed offices. RV agreed and wondered what the HR position might be in many circumstances for working permanently from home.

**Action 10/190620 – BK is to see whether David Thorp would be prepared to present on his and the BCI’s experiences in Lockdown and the likely future impacts.**

**Action 11/190620 – AJ/MN and BK to work up some ideas in terms of future events engagements specific to the East of England and report back at a future Committee.**

South and London Forum: shared plans

MS was unaware of any current plans.

Any other business

JB considers it is worthwhile understanding the route the BCI may take in light of recent events and changes.

**Action 12/190620 – LK to add this as a topic to the next agenda.**

MS thanked RV for his work in chairing past calls where he had been unavailable.

Due to other commitments MS ended the call early and shared his thanks to all the Committee.

Call ended at 12:33