

**Heriot-Watt University, Edinburgh, Thursday 24 January 2019, 9.30am –3.30pm**  
**COUNCIL MINUTES**

<b>Present</b>	
Dame Julia Higgins (JH)	President
Jonathan Flint (JF)	President-elect
Julian Jones (JJ)	Honorary Treasurer
Brian Fulton (BF)	Honorary Secretary
Carol Davenport (CD)	Vice-President, Education
James McKenzie (JMCK)	Vice-President, Business
Mark Telling (MT)	Vice-President, Membership
Sarah Thompson (ST)	Vice-President, Science & Innovation
Lesley Cohen (LC)	Member
Neil Thomson (NT)	Member
Deborah Phelps (DP)	Member
June McCombie (JMcC)	Member
Wendy Flavell (WF)	Member
Anne Tropper (AT)	Member
Tamara Sheret (TS)	Member
Tariq Ali (TA)	Member
David Boyce (DB)	Member
<b>Apologies</b>	
Jim Al-Khalili (JAK)	Member
Becky Parker (BP)	Member
<b>In attendance</b>	
Paul Hardaker (PH)	Chief Executive Officer
Rachel Youngman (RY)	Chief Operating Officer
Tony McBride (TMcB)	Director of Policy and Public Affairs
Esther Sumner (ES)	Head of CEO Office
Gavin McEwan (GMcE)	Partner, Head of Charities, Turcan Connell ( <i>for item 5.1 only</i> )
Alison McLure (AM)	National Manager (Scotland) ( <i>for item 6.1 only</i> )
Sian Hickson (SH)	Public Engagement Manager (Scotland) ( <i>for item 6.1 only</i> )
Zena Khan (ZK)	Governance and Compliance Manager ( <i>secretary</i> )

1	<b>TRUSTEES-ONLY SESSION</b>
	The meeting began with a short, confidential trustees-only session.
2	<b>WELCOME, APOLOGIES &amp; GENERAL UPDATES</b>
	<p>JH welcomed trustees and staff to the meeting, noting that apologies had been received from:</p> <ul style="list-style-type: none"> <li>• Jim Al-Khalili</li> <li>• Becky Parker</li> </ul> <p>JH advised members that BP had a fall at the Institute last week and was unable to physically travel. Council sent their best wishes for a speedy recovery.</p> <p><b>Confidentiality</b> Council members were reminded that all papers and discussions are confidential until reported in the website minutes or otherwise decided by Council.</p> <p><b>GENERAL UPDATES</b></p> <p><u>Australian Institute of Physics bilateral and Massey Medal</u> JH advised Council that she attended the bilateral event with the Australian Institute of Physics in December 2018. She presented the Massey Medal to Professor Michael Benjamin Johnston for his work in the fields of terahertz science and technology, semiconductor nanostructures and metal halide perovskite optoelectronics. IOP were present to support the Industry day. The event was attended by 700 people.</p> <p><u>Launch of 'Time Tries All Things'</u> The first art installation in the new building held a VIP launch on the 18 January 2019. The exhibition is a specially commissioned video installation by artist Grace Weir, exploring time and our human relationship with it. The event was attended by a range of guests from the scientific and artistic communities. The exhibition will run until the 29 March and is open to the public.</p> <p><u>Schuster Annexe at Manchester Physics and Astronomy Department</u> JH was pleased to join Professor Dame Jocelyn Bell Burnell for the opening of the new annex at the University of Manchester School of Physics and Astronomy's Schuster Building which included a lecture theatre named after Dame Jocelyn.</p> <p><u>Bragg Centre Symposium</u> In her capacity as the Chair of the Environment Committee, JH attended the Bragg Symposium at the University of Leeds on 15 January 2019.</p> <p><u>LGBT STEMinar</u> PH advised Council that the 4th LGBT+ STEMinar was hosted by IOP on 11 January. The event showcases work from across the LGBT+ community, across the discipline and is aimed at encouraging collaborations between universities. The event has</p>

	<p>become so successful that we may not be able to host it in the future due to space constraints. But we remain committed to being part of the event.</p> <p><u>Professor Donna Strickland</u> RY advised Council that the Nobel Laureate’s public lecture will take place at the IOP on Tuesday 19<sup>th</sup> February 2019. The lecture will be attended by the Her Excellency The High Commissioner for Canada.</p> <p><u>Dr Uschi Steigenberger OBE</u> JH advised members that Dr Uschi Steigenberger OBE sadly passed away before Christmas after a battle with cancer. She was an inspirational scientist and former director of ISIS. Dr Steigenberger was a Fellow of the Institute of Physics and, as one of the most senior women working in UK physics, was part of the Institute’s pioneering review of women in the physics workplace, which led to the development of the Juno awards to address the under-representation of women in University physics departments. JH and RY represented IOP at the funeral.</p> <p><u>InstMC</u> PH provided an update on recent discussions with the Institute of Measurement and Control (InstMC). PH and BF had met with InstMC . It was felt that there could be opportunities to work more closely such as joint conferences.</p> <p>Council NOTED the updates.</p>
<b>3</b>	<b>DECLARATIONS OF CONFLICT OF INTEREST</b>
	<p>LC declared that she had recently been appointed as editor-in-chief of Applied Physics Letters and as such would need to resign from the IOP Council after the May meeting at the request of American Institute of Physics as they perceive this as a conflict of interest.</p> <p>JH commented that the Council was sorry to see her go and wished her all the best in the role. LC noted that she would remain an active member of the Diversity &amp; Inclusion Committee.</p>
<b>4</b>	<b>MINUTES OF LAST COUNCIL MEETING (29 November 2018) AND ACTION STATUS REPORT</b>
4.1	<p><b>MINUTES OF LAST COUNCIL MEETING AND ACTION STATUS REPORT</b> <b>Draft minutes</b> Council APPROVED the minutes of the meeting held on 29 November 2018 noting a correction on attendance – <i>Carol Davenport had given apologies and did not attend the meeting.</i></p>
4.2	<p><b>Action status report</b> Council NOTED the diversity information on groups and committees was circulated. ST suggested that an annual schedule of statistics for the committee be considered as part of the annual cycle of business. It was noted that as part of IOP’s Juno</p>

	submission we will be collecting and circulating this information annually.
4.2	<p><b>MINUTES OF LAST COUNCIL MEETING FOR WEBSITE PUBLICATION</b></p> <p>Council APPROVED the redactions of the Council meeting minutes of 29 November 2018 ready for publication on IOP Connect.</p>
<b>5</b>	<b>GOVERNANCE</b>
5.1	<p><b>TRUSTEE AND SCOTTISH CHARITY LAW UPDATE</b></p> <p>Gavin McEwan, Partner and Head of Charities at Turcan Connell provided a presentation setting out the following:</p> <ol style="list-style-type: none"> <li>1. How legacy giving and succession planning differs in Scotland from England.</li> <li>2. How the Scottish Charity Regulator approaches charities with a cross border presence and dual-registrations, such as ours.</li> <li>3. Differences in trustee duties in Scotland.</li> <li>4. Legal developments on the horizon.</li> </ol> <p>A handout summarising the main highlights was provided to Council members.</p> <p>Following a brief discussion of the legacy programme PH advised that we have legacy giving in Scotland which is managed through the Kelvin Maxwell fund.</p> <p>PH advised that IOP is dual-registered because activity in Scotland is felt to be significant. There is potential for both Ireland and Wales to develop charity regulations and we are monitoring this.</p> <p><b>ACTION:</b> AM to confirm if IOP are registered with the Scottish Lobbying Register.</p> <p>Council NOTED the presentation.</p>
5.2	<p><b>COUNCIL VACANCIES ARISING IN 2019</b></p> <p>ZK updated Council on the six vacancies on Council in 2019. In accordance with Article 65 of the Bylaws, a notice of forthcoming vacancies on Council will be published on 1 March with a deadline for member nominations on 1 April.</p> <p>There is two co-opted roles that remains vacant in 2019. PH advised that the co-option to bring in a representative from IOP Ireland will be filled by Peter van der Burgt. A further update will come back to Council after the July elections regarding the final co-option spot.</p> <p>BF noted the importance of having diversity in our Council members, in their skills and the geographic areas that they work in. PH noted that to help this we complete an annual skills audit and candidates are asked to provide a statement on their suitability for Council roles when standing for election.</p> <p>ST noted that of the six members who are standing down, four are women so we should ensure the election material is clear about the need for a diverse candidate list.</p> <p>The Council NOTED the progress on filling the vacancies on Council and</p>

	Nominations Committee's work on this over its next two meetings and the election cycle schedule for 2019.
<b>6</b>	<b>DISCUSSION ITEMS</b>
6.1	<p><b>SCOTTISH NATIONAL TEAM PRESENTED ON THEIR WORK</b></p> <p>SH provided the Council with a presentation on the public engagement programme which replaced "lab in a lorry". The new programme aims to cater from early years to adult audiences with an emphasis on cross-disciplinary content and 'getting to people where they're at'. The Festival of Physics took place at Our Dynamic Earth in October 2018 and this has grown significantly since its inception in 2017. The Council are invited to contact <a href="mailto:festivalofphysics@iop.org">festivalofphysics@iop.org</a> for a full report on the 2018 Festival.</p> <p>Small Stories is a tourable interactive storytelling project designed to engage children aged 2 to 6 and their parents/carers with basic physical concepts. In 2019 we hope to produce a takeaway booklet for parents, carers and teachers containing expansion activities plus the illustrated stories.</p> <p>ST commented on whether it was possible to capture the diversity of those who took part. SH advised that in the first year of touring they were mainly based in the central belt so the demographic spread only reflected those living in that area. There are proposals to set up a community microgrant fund to enable groups to create their own events across Scotland.</p> <p>AM provided the Council with a presentation on the IOP Scotland's committee activities commenting on the importance of partnerships and engaging people with events and initiatives. This also included an update on our work on Improving Gender Balance in Scotland.</p> <p><b>ACTION:</b> The evaluation report by Skills Development Scotland's Evaluation and Research team to be attached to these minutes for distribution.</p> <p>Council NOTED both presentations and JH thanked both SH and AM for their presentations and commented that they were very interesting.</p>
6.2	<p><b>NEW STRATEGY FOR 2019-2023</b></p> <p>TMcB provided the Council an overview of progress in the development of our new strategy for the period 2019 to 2023. This includes changes that have been made following on from conversations at Council in November 2018 and other feedback received, particularly from the Fellows workshops.</p> <p>Council discussed the revised version and gave feedback particularly on measurability of the impact statements. It was noted and agreed that the strategy will be finalised with senior officers by their next meeting in April. The Business Plan will go to the Resources Committee in April and then the Council in May in the form</p>

	<p>of a roadmap.</p> <p>Council DELEGATED AUTHORITY to approve the final version of the strategy to the Senior Officers.</p>
6.3	<p><b>2019 BUSINESS PLAN</b></p> <p>RY provided an update on the Business Plan and the workshop sessions to create a strategy roadmap. RY also discussed the work on the evidence gathering for the impacts, the early ideas for the Resources Plan and how we will create connections with operational plans, team plans and individual's appraisal targets.</p> <p>Council discussed the measures of success within the strategy and PH advised that the strategy will stand alongside the roadmap and together they will give clarity to both the measures of success and the IOP's targets and KPIs.</p> <p>JJ highlighted the need to ensure there is a strong connection between the work of IOP and IOPP in the strategy and business plan.</p> <p>Council NOTED the update to the work on the Business Plan.</p>
6.4	<p><b>UPDATE ON 5 YEAR FINANCIAL PLAN</b></p> <p>PH provided an update on the latest modelling for the five-year financial plan, which is evolving alongside the strategy. He highlights the following areas:</p> <ul style="list-style-type: none"> <li>• Baseline financial summary</li> <li>• Sensitivity to known risks</li> <li>• Investments and analysis of reserves</li> </ul> <p>PH advised Council that he had met with the auditors on Monday and the 2018 audit was progressing well.</p> <p>LC asked that the fundraising plan be brought to Council. PH noted that this was planned for the November Council meeting and needed to follow the work of the Business Plan, budget and the new investment and reserves policy.</p> <p>Council NOTED the latest updates.</p>
6.5	<p><b>33 CALEDONIAN ROAD</b></p> <p>PH provided a presentation on the initial ideas for the Corner Plot, 33 Caledonian Road which are subject to planning consent. The following was noted:</p> <ul style="list-style-type: none"> <li>• LG: storage space and cloakroom; plans are to treble the size of existing cloakroom area and storage space.</li> <li>• G and 1: 'maker space' pitched at primary, secondary school and FE college level.</li> <li>• 2: project work space and desk space for partners.</li> <li>• 3: seminar room, meeting function space.</li> </ul>

	<p>CD commented on the importance of looking at how others deliver their ‘maker space’ and to potentially form partnerships with these.</p> <p>PH noted that the pre-planning application will be submitted in April.</p> <p>Council NOTED the presentation.</p>
6.6	<p><b>PLANS FOR TECHNICIAN AND APPRENTICES PROGRAMME (INCLUDING PROPOSAL FOR NEW AWARDS)</b></p> <p>BF gave an update on the plans for a new technician award proposed for the 2019 round of awards.</p> <p>RY commented on the plans to embed IOP’s professional registrations into existing professional qualifications.</p> <p>Council APPROVED the new IOP technician award and NOTED the update on the programme of work.</p>
6.7	<p><b>UPDATE ON 100<sup>TH</sup> ANNIVERSARY</b></p> <p>RY updated the Council the 100<sup>th</sup> anniversary of the first incorporation of IOP on 1 November 1920.</p> <p>The official records state that:</p> <p><i>“In 1917 the Council of the Physical Society had started to explore with the Faraday Society, the Optical Society and the Roentgen Society ways of improving the professional status of physicists. The Institute was incorporated by special licence from the Board of Trade in November 1920 with the Royal Microscopical Society and the Roentgen Society associated as participating societies.”</i></p> <p>RY noted that small advisory group from a cross-section of the membership and including the President-elect and the Honorary Secretary will be established to start planning for the year.</p> <p>ST commented that the celebrations should be as inclusive as possible for the membership, and JH added it is an ideal opportunity to engage more actively with that the groups, Nations and regions and to provide some funding to help them contribute.</p> <p>Council NOTED the updates.</p>
<b>7</b>	<b>REPORTING ITEMS *(taken as read unless unstarred)</b>
7.1*	<p><b>POLICY BRIEFING NOTE</b></p> <p>The report was NOTED without discussion.</p>

<b>8</b>	<b>ANY OTHER BUSINESS</b>
	<p>PH noted that The Times and the Independent newspapers had picked up a joint letter from the scientific societies expressing concerns about the impact of Brexit on access to funding and research programmes.</p> <p>Council thanked JJ for hosting Council at Heriot Watt University.</p>
<b>9</b>	<b>DATES OF NEXT MEETINGS</b>
	<ul style="list-style-type: none"> <li>• 2 May 2019, 37 Caledonian Road 9.30 – 3.30pm. Dinner on 1 May.</li> <li>• 24 July 2019, 37 Caledonian Road 9.30 – 3.30pm including AGM.</li> <li>• 28 November 2019, 37 Caledonian Road 9.30 – 3.30pm. Dinner on 27 Nov.</li> </ul>

**Confirmed as an accurate record of the Council meeting on the 24 January 2019**

Signed .....(Chair)  
Date 2019