

**Minutes of the Meeting of the Institute of Physics Council
 held at 9.00 a.m. on 15 July 2021 by videoconference**

Trustees Present:

Jonathan Flint	President and Chair of the Meeting
Sheila Rowan	President-elect
David Delpy	Honorary Treasurer
Brian Fulton	Honorary Secretary
John Bagshaw	Vice-President for Business
Martin Freer	Vice-President for Science & Innovation
Lisa Jardine-Wright	Vice-President for Education & Skills
Mark Telling	Vice-President for Membership
Tariq Ali	Member
Peter van der Burgt	Co-opted Member
Gayle Calverley-Miles	Member
Tamara Cleford	Member
Claudia Eberlein	Member
Wendy Flavell	Member
Martin Hendry	Member
June McCombie	Member

Apologies:

Alix Pryde	Member
Anne Tropper	Member

In Attendance:

Paul Hardaker	Chief Executive Officer
Rachel Youngman	Deputy Chief Executive
Sukhraj Dhadwar	Incoming Chief Financial Officer
Tony McBride	Director of Policy and Public Affairs
Louis Barson	Director of Science, Innovation & Skills
Antonia Seymour	Chief Executive, IOP Publishing
David Howitt	Head of Governance and Compliance
Andrea Barber	Head of People and Organisational Development (Safeguarding paper only)
Bridget Pairaudeau	Technology Director, IOP Publishing (Cyber Security paper only)
James Searle	IT Manager, IOP (Cyber Security paper only)
Charles Tracy	Head of Education (Physics Ecosystem paper only)

1 Welcome, Apologies and General Updates

- 1.1 Following a closed session of trustees and then with the CEO, the Chair welcomed everyone to the Meeting. The meeting was quorate.
- 1.2 Apologies had been received from Alix Pryde and Anne Tropper.
- 1.3 It was noted that this was the last meeting of Council for Jonathan Flint as President. He thanked all trustees for their support during his term as President. Sheila Rowan on behalf of Council then expressed her thanks for his leadership and the significant progress the IOP had made under his tenure during challenging times.
- 1.4 It was noted that this was also the last meeting of Council for Brian Fulton, Mark Telling, Wendy Flavell, June McCombie, Anne Tropper and Peter van der Burgt. All were thanked for their contributions to Council and the IOP during their terms of office.
- 1.5 Council noted the retirement from Council of David Boyce with effect from 1 June 2021 and expressed their thanks to him for his service.
- 1.6 Sukhraj Dhadwar was introduced as the incoming Chief Financial Officer and was welcomed to the IOP.

2 Conflicts of Interest

Previous conflicts declared were noted. No Trustees identified any other conflicts pertinent to the matters to be discussed in this Meeting.

3 Minutes and Action Status Report

- 3.1 Subject to one clarification on paragraph 1.4 to clarify that the workshops planned for 33 Caledonian Road would be physical workshops, the draft minutes and proposed redactions from the Council Meeting held on 20 May 2021 were reviewed and approved, and the minutes were authorised to be signed by the Chair.
- 3.2 The Actions Status Report was reviewed, and it was noted that all actions were complete, were being progressed, or were on the agenda for discussion at this meeting.
- 3.3 Brian Fulton presented the updated Terms of Reference for the Council's Member Reference Group which he reported had taken on board feedback from trustees. Council reviewed and approved the updated Terms of Reference for the Council's Member Reference Group, noting its change of name.
- 3.4 June McCombie provided an update on the EDI data for the awards submissions in 2021 which was noted. She reported that:
 - (a) 62% of nominees had submitted EDI data, with 19% of nominations received being self-nominations;
 - (b) the level and quality of self-nominations was mixed, and it was felt that clearer guidance needed to be given to assist those submitting self-nominations; and
 - (c) as this was the first year of collecting detailed EDI data it was difficult to make comparisons and the fact that 38% of nominees had not submitted EDI data further made a detailed analysis difficult but, overall, the diversity of nominees was considered to have improved in 2021, particularly in the case of non-medal awards, and that this was a start of a journey.
- 3.5 It was reported that, for future years, the awards process would begin earlier and that with a longer lead time, there would be more opportunity both to encourage a greater diversity of nominees and to encourage nominees to submit their EDI data. This in turn would enable a more detailed analysis to be undertaken.

- 3.6 June McCombie was thanked for all her work on I&D in the IOP during her term on Council and it was noted that an I&D Representative to Council was to be appointed as a standalone voluntary role and that a recommendation on the appointment of the I&D Representative to Council would be brought to the November meeting of Council for approval.

4 Annual Strategy Review

- 4.1 Rachel Youngman provided an overview of delivery of the IOP strategy, which was noted. She reported that there was a good articulation of the strategy in the Business Plan, which Louis Barson and the senior management team had worked on to develop. The focus of the plan was on influencing rather than direct delivery and this had been the approach taken with the education programme, with a greater emphasis on working with delivery partners and at the same time co-ordinating and building national capability.
- 4.2 It was reported that a key strategic focus was the provision of careers support and advice. A call had been issued through the Challenge Fund, and the IOP was working with a number of organisations that responded to form a consortium to deliver significant change in physics careers support across the UK and Ireland.
- 4.3 It was noted that, whilst there was a drive to deliver a high impact externally focussed strategy, it was important to ensure that there was a strong connection for and with the members in delivering the strategy.
- 4.4 It was noted that a meeting was being scheduled to specifically look at the strategy for IOP Publishing.

5 IOP Commitment to Reducing our Environmental Impact

- 5.1 Tony McBride presented an overview of the IOP's approach to reducing its environmental impact, noting that net zero was just one option.
- 5.2 He reported that there were five core areas which were being considered. These were:
- (a) Baselineing;
 - (b) Potential scope levels;
 - (c) Financial policies;
 - (d) Feasibility; and
 - (e) Costs.
- 5.3 There was a discussion about how members' views could best be canvassed when exploring the options, and it was suggested that this may be a role for the Council's Member Reference Group.
- 5.4 It was also noted that the engagement of a specialist consultancy to assist in this area was being considered.
- 5.5 After due discussion, Council gave its 'in principle' agreement to establishing a target for reducing the environmental impact for the IOP Group and agreed that the Group Chief Executive Officer and Executive Team should examine options for the establishment of a target and how it might be achieved, before bringing a statement back to Council to approve through a delegated group of trustees to enable this to be released at the time of COP26.

6 Redevelopment of 33 Caledonian Road

6.1 Paul Hardaker presented an update on the proposals for 33 Caledonian Road (known as 'the Corner Plot') which, prior to being acquired by the IOP, had been a cocktail bar. He explained that there were three options:

- (a) sell the freehold in its existing state (Option 1);
- (b) lease the space with some refurbishment (Option 2); and
- (c) continue with plans to build a makerspace (which would require change of use permission (Option 3).

6.2 In a detailed discussion about the various options, the following matters were discussed or reported:

- (a) Option 3 was the preferred option of the Executive Team, had been budgeted in the five-year plan, was the best fit for the IOP strategy, and gave the greatest return on the balance sheet, although it did require planning permission to change the use of the building;
- (b) An on-line consultation with the local community had been undertaken, and it was expected to be submitted for planning approval in around September 2021; and
- (c) The Executive did not consider the proposal to be affected by COVID and the potential need for reduced office space, as the area had always been identified as one for community engagement, not for staff space, and demand for that was only expected to grow.

6.3 There was a discussion about whether it was appropriate to develop the facility in London or whether an alternative location elsewhere in the UK or Ireland should be considered. It was reported that it was not possible to replicate the model in all parts of the UK but that some facility was being considered for Dublin and a central point for a national focus was considered beneficial, whilst at the same time creating a network across the UK and Ireland with relevant events and partner locations. Other initiatives in the past including 'Lab in a Lorry' had become uneconomic to operate and did not have the necessary demand, and there had been a drive to improve activities in local schools rather than developing physical facilities. It was noted that thought was already being given to ensuring that support was available to all regions and that an update on this would be brought to Council after there was greater clarity on the planning decisions.

6.4 After full discussion and careful consideration, Council:

- (a) approved the recommendation to continue with the current plans for the Corner Plot (as set out in Option 3 of the paper presented to the meeting), noting:
 - (i) the strong fit to the IOP's charitable purpose and five-year plan, in particular aspirations 2, 3 and 6;
 - (ii) that funding for the project was already contained within the five-year plan and that recent QS reviews had suggested that this would be sufficient to achieve the project at current market rates; and
 - (iii) that it would strengthen the balance sheet; and
- (b) reaffirmed the project budget and delegated the completion of the redevelopment project to the Chief Executive Officer and the Honorary Treasurer, noting that Council would be asked to review the viability of the project again if either the project costs looked likely to exceed the agreed budget envelope, having market tested this in the construction tender phase, or if the IOP was unable to secure

planning consent on terms acceptable to the viability of the project and there was a need to revisit the options appraisal.

Charles Tracy (Head of Education) joined the Meeting.

7 Physics Ecosystem Programme: Education and Skills

- 7.1 Louis Barson presented a paper which set out the plans within the Physics Ecosystem Programme. He reported that this programme specifically addressed Challenge 1 and Aspirations 1, 2 and 4 of the IOP strategy.
- 7.2 He reported that, as part of the programme, there was a focus on retaining and training physics teachers as well as recruiting more teachers.
- 7.3 It was reported that contracts had been agreed with both STEM Learning and the Association for Science Education (ASE) to take on aspects of the Department for Education programme previously run directly by the IOP. This would enable the IOP to do more with its resources, freeing up resources to add greater value and to enhance the IOP's strategic direction.
- 7.4 After due discussion, Council approved the delivery of the proposed programme as set out in the paper presented.

Charles Tracy left the Meeting.

8 Spending Review

- 8.1 Tony McBride provided an update on the Spending Review following the discussion at the meeting of Council in May 2021. He reported that a small steering group had been formed comprising the President-elect, the Vice-President for Education and Skills, Vice-President for Business and Vice-President for Science and Innovation. The Spending Review had not been formally announced but was likely to conclude towards the end of the year (November or December).
- 8.2 Council noted the progress made, including the appointment of a contractor to inform work on the Spending Review, a survey of innovation active businesses in the UK and Ireland, and a workshop on the sustainability of physics departments with the UK Heads of Physics Forum.
- 8.3 In view of the uncertainty around the timetable and the likelihood that the IOP would need to finalise and make any submissions and representations by September, Council agreed to delegate authority for reviewing and approving IOP's submissions and representations concerned with the Spending Review to the steering group.

James Searle (IT Manager, IOP) and Bridget Pairaudeau (Technology Director, IOP Publishing) joined the meeting.

9 Cyber and Data Security Update

- 9.1 James Searle, IT Manager, IOP, and Bridget Pairaudeau, Technology Director, IOP Publishing, give a presentation on cyber and data security in IOP and IOPP, addressing in particular how cyber and data security risks were being mitigated and controlled. It was noted that this presentation had also been given to the Audit & Risk Committee.
- 9.2 The transfer to a cloud-based service to improve both continuity of service and security was discussed, and the Committee noted the introduction of Multi Factor Authentication (MFA) in the IOP to further improve security. Advanced Cyber Essentials Certification had been granted to the IOP in 2020 and, following a comprehensive programme, cyber threats had been significantly reduced although there remained a need to continue to constantly monitor evolving threats.

- 9.3 Council noted the updates as presented and thanked James Searle and Bridget Pairaudeau for their attendance.

James Searle and Bridget Pairaudeau left the meeting.

Andrea Barber (Head of People and Organisational Development) joined the meeting.

10 Safeguarding Update

Andrea Barber presented an update to Council on the IOP's safeguarding programme. She set out the risk assessment undertaken, with the greatest areas of risk identified being lack of awareness of obligations, policy and procedures and lack of robust vetting procedures, and then outlined the mitigations and controls in place to manage those risks, including an updated Safeguarding Policy for staff and volunteers having been introduced, clear escalation points introduced, a practical guide published with drop-in sessions and training provided, and regular checking and vetting including Disclosure and Barring checks across all five nations.

Andrea Barber left the meeting.

11 February 2022 Council Meeting Planning

Tony McBride reported to Council that it was proposed to hold the Council meeting in February at the Advanced Manufacturing Research Centre in Sheffield, with a two-day programme focussed on people and skills. Flexibility would be built into the programme in case changes were needed to react to the COVID situation at the time. Council agreed to the location for the February 2022 Council meeting and the focus on people and skills.

12 Disciplinary Matters

Mark Telling reported to Council on two current disciplinary matters.

13 Financial Reports

13.1 After careful consideration of the papers tabled, Council:

- (a) noted the five-year financial forecast;
- (b) noted the investments summary; and
- (c) approved the proposal (recommended by the Resources Committee) to the release of the pension reserve of £2 million and delegated to the Chief Executive Officer authority to transact the payment with the Defined Benefit Pension Trustees at a time and in a way that maximised the value from the payment.

14 Performance and Programme Reports

Council reviewed and noted the Performance and Programme Reports, being specifically the Programme Narrative, the Programme dashboard, the individual dashboards for the Ecosystem, Productivity, Influencing Campaign and Transformation programmes and the Corporate dashboard.

15 Governance and Compliance

15.1 Paul Hardaker confirmed to the meeting the results of the Council elections, as previously circulated by email.

15.2 After careful consideration of the papers tabled, Council:

- (a) in relation to the IOP's Annual Returns:
 - (i) approved the submission to the Charity Commission in England and Wales and to the Office of the Scottish Charity Regulator of the respective Annual Returns based on the data presented to Council;

- (ii) authorised any one of the President, Honorary Secretary or Honorary Treasurer to approve any final amendments made prior to filing such Annual Returns; and
 - (iii) authorised any one of the Chief Executive Officer, Chief Financial Officer and Head of Governance and Compliance to duly file each of such Annual Returns (with the Annual Report and Accounts) with each of the Charity Commission in England and Wales and the Office of the Scottish Charity Regulator; and
- (b) noted the reports presented to it of the proceedings of the IOP Publishing Board meeting on 14 May 2021, the Resources Committee meeting on 2 July, and Audit & Risk Committee meeting on 2 July.

16 I&D Considerations from this meeting

16.1 The following I&D considerations arose from this meeting:

- (a) there was a requirement to appoint an I&D Representative to Council; and
- (b) Council would as usual be reviewing the diversity of its committees when appointments are considered at the November meeting.

17 Any Other Business and Dates of Next Meetings

17.1 It was noted that the next meeting of Council was scheduled for 11 November 2021. A decision would be taken closer to the time on whether this should be in Bristol (as previously planned) or should be held virtually.

17.2 It was noted that it was also proposed to hold a strategy meeting of Council in September, to include a review of IOPP strategy.

18 Any Other Business and Close of Meeting

There was no further business and so the Chair declared the Meeting closed.