

Minutes of the Meeting of the Institute of Physics Council

held at 9.00 a.m. on 28 September 2023 in 37 Caledonian Road and by videoconference

Trustees Present:

Sheila Rowan	President and Chair of the Meeting
Keith Burnett (by video) (until Item 2.5)	President-elect
David Delpy	Honorary Treasurer
Alison McMillan	Honorary Secretary
John Bagshaw	Vice-President for Business
Martin Freer (from Item 2) (by video)	Vice-President for Science & Innovation
Lisa Jardine-Wright	Vice-President for Education and Skills
Rosalie Benjamin (by video)	General Trustee
Philip Burrows	General Trustee
Gayle Calverley-Miles	General Trustee
John Dainton (by video)	General Trustee
Claudia Eberlein	General Trustee
Martin Hendry	General Trustee
Yvonne Kavanagh	Co-opted Trustee
Alix Pryde	General Trustee
Peter Thompson (until Item 2.4)	General Trustee
Jane Weir	General Trustee

Apologies

Elizabeth Cunningham	Vice-President for Membership
Melissa Uchida	General Trustee
Tony McBride	Director of Policy and Public Affairs, IOP

IOP/ IOP Publishing Attendees

Tom Grinyer	Group Chief Executive Officer
Sukhraj Dhadwar	Group Chief Financial Officer
Louis Barson	Director of Science, Innovation & Skills, IOP
Rachel Youngman (by video)	Deputy Chief Executive, IOP
Antonia Seymour	Chief Executive, IOP Publishing
David Howitt	Head of Governance & Compliance, IOP

Attendees for Specific Matters

Sarah Bakewell (Juno and I&D Representative items only)	Head of Equality, Diversity and Inclusion, IOP
Anne Crean (Awards Review)	Head of Science and Innovation, IOP
Andy Kirkman (by video) (Strategy item only)	Strategic Programme Consultant
Professor Nicola Wilkin (by video) (Juno item only)	Chair of Juno Steering Group

1 Standing Items

1.1 Welcome, Apologies and General Updates

- 1.1.1 Following a closed session of trustees and then with the CEO, the Chair welcomed everyone to the meeting. The meeting was quorate.
- 1.1.2 Apologies had been received from Elizabeth Cunningham, Melissa Uchida and Tony McBride.
- 1.1.3 It was noted that some members were joining the meeting by video (details above).

1.2 Declarations of Conflict of Interest

There were no specific declarations of interest declared for this meeting.

1.3 Minutes

The minutes of the meeting held on 22 June 2023 were approved and were authorised to be signed by Sheila Rowan.

1.4 Action Status Report

The Actions Status Report was reviewed and noted.

2 Matters for discussion

2.1 Andy Kirkman, Strategic Programme Consultant, then joined the meeting and there was a discussion on the IOP strategy review.

- 2.1.1 Tom Grinyer introduced the matter and set out key aspects of the strategy review. He reaffirmed the ambition of the strategy, being to build on success, to keep the focus and ambition of the current strategy, to respond to a changing world, to value staff and to enable better prioritisation. He set out the timeline and current progress made.
- 2.1.2 Council then noted the initial preliminary findings from the Membership Survey, including key words of how members would describe the IOP, how they would like to describe the IOP, and key challenges to physics identified by members. It was noted that there was very strong support from members to the priority themes identified in the strategy review.
- 2.1.3 It was noted that the strategy had to speak to members, but also to partners and to potential funders. It was also critical to focus resources on the key areas, to prioritise, and to address what would not be done given the constrained nature of funding and resources in the future.
- 2.1.4 It was agreed that it was critical to address impact and to identify clear measures of success.
- 2.1.5 It was also agreed that, in the final version, use of clear English should be adopted, with no jargon and so that it could be read by all potential audiences.
- 2.1.6 It was agreed that the next iteration of the Strategy would be uploaded to Board Intelligence in mid to late November for trustees to review as a working document before formally presenting it to the Council meeting in December for approval.
- 2.1.7 Council noted the update on the strategy and the interim members' survey results, noting that they strongly endorsed the themes and focus of the strategy.
- 2.1.8 Council further noted that, following this meeting, the strategy document would be updated to incorporate Council's comments, to add impact measures for each of the themes, improve focus and consistency of language, provide a consistent

narrative based around the President's introduction, and to incorporate other tidying and ordering of language as required.

- 2.2 Tom Grinyer then introduced the CEO and Executive Priorities Updates.
 - 2.2.1 Rachel Youngman reported that a review would be undertaken of the CPhys accreditation to ensure that it was meaningful to members in industry as well as universities and that it was fit for the future.
 - 2.2.2 It was noted that, in May 2023, a digital format of Physics World had been introduced, allowing access to all available editions of the monthly magazine and ensuring members had access the moment Physics World was published. The environmental and cost benefits of this were significant, as well as speed of issue, particularly to overseas members. The importance of Physics World to members was recognised and, whilst a physical copy would continue to be published for those who wanted one, it was noted that work was ongoing to make it easier for members who would prefer an on-line copy to opt out of receiving a paper copy.
 - 2.2.3 On behalf of Tony McBride, Rachel Youngman then provided an update on the Africa-UK partnership. She reported that good work had been undertaken with STFC and it was hoped that an investment would be secured as a result.
 - 2.2.4 Tom Grinyer reported that he had had a successful meeting with the Science Minister earlier in the week which had discussed, amongst other things, the UK's re-joining Horizon Europe. He also reported that it was hoped that the Irish Government would shortly announce the necessary budget for Ireland to apply to join CERN membership.
 - 2.2.5 Council noted that Louis Barson had presented at the Science and Technology Select Committee session on Commercialising Quantum Technologies which had gone very well and, the following week, Hari Rentala, (Head of Learning and Skills) had given a successful presentation to the Education Select Committee inquiry into teacher recruitment, training and retention. Other IOP contributions to government committees included Charles Tracy's (Senior Advisor, Learning & Skills) presentation to a House of Lords Select Committee on Education and Lee Reynolds' (Joint Head of Ireland and Northern Ireland) presentation to the Oireachtas Committee on Education. It was noted that other key meetings were set out in the paper presented to Council.
 - 2.2.6 Louis Barson then presented an update on Shaping the Debate priorities. He reported that the National Quantum Strategy had recently been launched, backed by a commitment to £2.5 billion in funding over a ten year period.
 - 2.2.7 He reported that the 2023 projects for the IOP were showing success, with all three projects (Physics and the Green Economy, Positioning, Navigation and Timing, and the Physics Deeptech Venture Capital), having been positively received by the physics community.
 - 2.2.8 There was a discussion about how all the positive work being undertaken by the IOP could best be reported back to the membership. There was discussion about a member-wide conference to share updates on all the IOP's work. It was also noted that the Council Members Reference Group received regular updates which could then be shared more widely with the community. Options for reporting back to the membership would be considered.

- 2.2.9 Antonia Seymour provided an update on the IOP Publishing business. She reported that:
- (a) IOP Publishing was forecast to beat its net profit target, although that was largely because of underspending on the investment budget which would have effects going forward.
 - (b) Article growth was behind target but, where there had been interventions made, more positive signs had been seen. It was hoped that in 12 months time there would be a clear upward trend in article growth.
 - (c) Phase 1 of the Vantage Project had recently been successfully implemented.
 - (d) The search for a Transformation Director was ongoing.
 - (e) There was a growth in Transformative Agreements but there remained a lag between agreements being signed and conversion to open access publishing.
- 2.3 Sukhraj Dhadwar then presented the Financial and Investment Report, including an overview of the second re-forecast for IOP and an overview of the IOP cashplan to 2024.
- 2.3.1 Noting that they had been reviewed and commented upon by the Finance & Investment Committee, Council noted the results of the second reforecast and the results of the IOP cashplan to 2024. There was a discussion regarding the Reserves Policy and its scheduled review in 2024. It was noted that the current policy is considered to be quite cautious. It was noted that the review is therefore intended to be centred around the risk appetite for utilising reserves to support operational expenditure and maintaining funds for longer term needs.
- 2.3.2 Sukhraj Dhadwar then provided an update on the IOP Defined Benefit Pension Fund.
- 2.4 There was then a presentation to the following outgoing trustees, thanking them for their valuable contributions to Council over the past four years:
- (a) President (previously President-elect): Sheila Rowan;
 - (b) Vice-President for Science & Innovation: Martin Freer;
 - (c) General Trustee: Gayle Calverley-Miles;
 - (d) General Trustee: Martin Hendry; and
 - (e) General Trustee: Alix Pryde.

The meeting then adjourned at 12.00 to enable a Special General Meeting and the Annual General Meeting of the IOP to be held.

Following the conclusion of such meetings, the meeting re-convened at 14:15.

- 2.5 Anne Crean presented a paper with an update on the IOP Awards, including a summary of the Awards' current status and associated risks and also including the findings and recommendations of a review of the Awards conducted in July and August 2023 to ensure they were fit for purpose. She reported that a review of the awards process in IOP had been undertaken by an IOP team, led by Rachel Youngman, with trustee oversight from Martin Freer. That had led to a number of recommendations of amendments to be made to the awards programme.
- 2.5.1 The following matters were reported and / or discussed:
- (a) For some awards the award cycle would be reduced from annually to two-yearly to ensure that there was a sufficient number of robust candidates, particularly for the more senior awards. For the bronze (early career)

awards, however, there would be no change to the frequency to ensure that there was no disadvantage to early career physicists.

- (b) There was a detailed discussion about the use of citations with a CV and it was noted that guidance would be given on what to include in a CV, following, where possible, guidance given by other professional bodies, with a view to standardising the form of the CV, thus making it easier for candidates to complete and for panels to compare.
- (c) There was also a discussion about the removal of the requirement for referees. It was noted that this was a change which had been introduced by other professional bodies and was proposed to make it easier for nominations to be submitted and to remove any potential for bias against those from smaller universities which may not have the resources to deliver the referees required.
- (d) It was noted that there was a proposal to introduce a validation tick box to be completed by Heads of Department to validate the factual accuracy of the information in an application and the merits and risks of this were discussed.

2.5.2 Following the discussion, Council:

- (a) noted the status of the 2023 IOP awards and the findings of the 2023 IOP Awards Review; and
- (b) subject to minor amendments, approved the recommendations of the review but requested that it be treated as a pilot, specifically with regard to the removal of referees, with a request that a report be brought back to Council following the conclusion of the 2024 awards process.

2.6 Sarah Bakewell (Head of Equality, Diversity and Inclusion) and Professor Nicola Wilkin (Chair of Juno Steering Group) joined the meeting to give an update on the project to develop a new Juno accreditation.

2.6.1 They reported on:

- (a) the timeline for the introduction of the new award and next steps;
- (b) details of the criteria for the assessment of applications for the award;
- (c) feedback from the consultations undertaken, noting that the strongest feedback had been on intersectionality, which had led to some mixed responses, and so more resources would be provided on giving clear guidance and criteria on intersectionality and how to measure it;
- (d) the levels in the system, which would be set at 1, 2, and 3 rather than bronze, silver and gold as this would allow more flexibility going forward;
- (e) the name of the new award which would be 'Physics Inclusion Award' - this was thought to be clear and not require any further explanation; and
- (f) next steps which would include the launch of a pilot scheme and the development of branding and design, with a view to formally launching the new scheme in March 2024.

2.6.2 It was noted that the pilot scheme would be focussed on the university sector but, following the conclusion of the pilot, consideration could be given to widening the award to include industry and other sectors. It was agreed that further consideration would be given to the use of the phrase 'storytelling' when used in the assessment criteria, and whether a better phrase for the physics community could be adopted.

- 2.6.3 Council thanked Professor Wilkin and the EDI Team for the progress made and:
- (a) subject to the above comments, approved the criteria for the new inclusion model (as set out in the paper presented to Council); and
 - (b) noted 'Physics Inclusion Award' as the name of the new model.

3 Matters for Approval

Council then considered and noted or approved (as appropriate) the matters set out below:

- 3.1 noting the recommendation from the Nominations Committee, Council approved the appointment of Dr Clara Barker as the new Inclusion and Diversity Representative to Council with effect from 1 October 2023, to replace Professor Helen Gleeson, whose term was coming to an end. It was agreed that Dr Barker should be invited to either the Council Dinner or Council Meeting in December. Thanks were expressed to Professor Gleeson for all her work done in the role over the last two years;
- 3.2 in relation to appointments to Council:
- 3.2.1 following their election by the membership, noted the appointment to Council of:
- (a) President-elect: Professor Michele Dougherty CBE;
 - (b) Honorary Treasurer: Professor David Delpy CBE;
 - (c) Vice-President for Science and Innovation: Professor Tara Shears;
 - (d) General Trustee: Dr Jane Clark;
 - (e) General Trustee: Dr Hana Krizek; and
 - (f) General Trustee: Professor Sir Roy Sambles;
- 3.2.2 (noting that this was recommended by the Nominations Committee) approved the extension of Yvonne Kavanagh's term as a Co-opted Trustee until 30 September 2024;
- 3.3 in relation to other Group and Committee appointments:
- 3.3.1 (noting that these were recommended by the Nominations Committee) approved the extensions of the appointments of the existing IOP Publishing non-executive directors (non ex-officio appointments) and external advisors;
- 3.3.2 noted the membership of the Boards for all IOP subsidiary companies;
- 3.3.3 approved the membership of the Committees of Council from 1 October 2023 (noting that there were certain outstanding appointments to be made, including the Chair of the Audit & Risk Committee and a trustee member of the Finance & Investment Committee);
- 3.3.4 noted that proposals for the membership of all awards committees and panels would be addressed now that the awards review had completed;
- 3.4 approved the updated Terms of Reference (to have effect from 1 October 2023) for the Audit & Risk Committee, Finance & Investment Committee, Inclusion & Diversity Committee and Nominations Committee, noting that no changes were being made to the Terms of Reference for the Remuneration Committee, Executive Board, or to the Core Committee Terms of Reference;
- 3.5 approved the updated Scheme of Delegation to have effect from 1 October 2023, noting that this had been reviewed by the Audit & Risk Committee and was recommended by the Executive Board; and

- 3.6 approved the audit fees for 2023 with PricewaterhouseCoopers and delegated to each of the Group Chief Executive Officer and to the Group Chief Financial Officer to sign the terms of engagement.

4 Matters for Note

Council then considered and noted the following further matters.

- 4.1 Council noted the previous updates on charity registration in Ireland and that there continued to be an on-going engagement with the Ireland Charities Regulator.
- 4.2 Council noted the Annual Governance Schedule for 2023-4.
- 4.3 Key Policies. Council noted that, under the Charity Governance Code, it was recommended practice for trustees to regularly review a charity's key policies to ensure that they continued to support, and were adequate for, the delivery of a charity's aims. Council accordingly reviewed and noted the overview of key policies presented to it.
- 4.4 Programme Reports. Council noted the corporate dashboard and the programme activity narrative, setting out updates on IOP Publishing and the Productivity, Limit Less, Ecosystem and Transformation Programmes.
- 4.5 Committee Reports. Council noted the reports from the meetings of the Nominations, Finance & Investment and Audit & Risk Committees. It was noted that a search was to be conducted for the appointment of a new Chair of the Audit & Risk Committee. It was noted that, due to the requirement for the Chair to have recent and relevant financial experience, an independent Chair may need to be appointed.
- 4.6 Policy Updates: Council noted the updates on the key policy developments and IOP policy activities since their last meeting in June 2023. This included updates on Horizon Europe, the Scottish National Innovation Strategy, the CaSE Skills Report, the UK Government response to the inquiry into diversity and inclusion in STEM, and the development of key policy recommendations to influence the next government.
- 4.7 February 2024 Council Meeting. It was noted that plans were being developed for the February Council meeting to be held in Bristol, with various presentations on IOP Publishing to be given for trustees on the day preceding the Council meeting.

5 EDI and Net Zero Considerations from the Meeting

There was a discussion about whether in future at least one Council meeting per year should be held virtually as this would reduce trustees' travel, contribute to net zero aims, and reduce costs. It was agreed that this should be given further consideration in consultation with Keith Burnett as incoming President.

6 Any Other Business

Congratulations were given to Alison McMillan for being voted 'Outstanding Woman in STEM' for the West Midlands at the recent Women's Awards 2023.

There was no further business raised.

7 Dates of Next Meeting

It was noted that the date for the next meeting was 7 December 2023 and that dates for 2024 meetings had previously been circulated to trustees.

8 Close of Meeting

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