

BCS IT Leaders Forum Cttee Meeting 18th October, 2022

Attendees

David Miller (Chair)
Shakeeb Niazi
Norman King
Matthew Taylor
John McCarthy
Phil Crewe (Notes)
Ian Golding
Jon Hall

Apologies

Jacqui Hogan
Jonathan Leeson
Algirdas Pakstas

Did not attend

Paul Chung
Haiyan Wu
Christos Stavroulakis
Adrian Steele

Minutes of the last meeting

The minutes of the last meeting were approved.

Chairs Report

- The process for ITLF White Paper submission: Jon is waiting for Martin Thomas to get back to clarify whether HQ wants to set up a system to manage submissions but the process in all other regards is approved.
- Review of the ITLF Membership Criteria: There is a distinction between leaders and the wider general fellowship community, i.e. not all see themselves as leaders, and some leaders are not Fellows. This is a self-selecting group but we check the credentials when they apply for membership. David has met Sonia Patel, Chair of the Fellowship Committee, who wishes to attend one of our committee meetings, probably the first formal meeting after AGM (Jan/Feb) – David will follow up with Sonia. All approved the position that ITLF is separate from the wider Fellowship community, will retain the existing membership criteria, but will continue to accept Fellows without further scrutiny.
- Document approval: Council and the Community Board use a feature of Basecamp called electronic documents to manage document approval and when a quorum is reached the document is automatically approved. This has to be set up and managed though the minutes and Kerry does this on behalf of those committees. We need to get Mandy's input to establish whether she has the time to manage this for us, i.e. effectively asking her to be secretary.
- Progress on collaboration space for working groups: There has been some progress here. It appears that there are two ITLF Basecamps, one of which is completely unused. Mandy is suggesting we put the people involved with the 4 working groups on this so that this activity is separate from the main committee. This Basecamp has now been renamed "IT Leaders

Forum Working Groups Work Area". Please let me have the names and email addresses of members of your working groups and we will see if we can use this as our collaboration space. Also, BCS is looking at O365 licensing.

- Finally, each branch and SIG has been given a unique discount code for new joiners (of the BCS). Our group discount code is ITLEADER20. If we have non-members within our working groups or as attendees at events, etc. we should make them aware of the discount available to them (20% off the joining fee).

Membership counts

Date	BCS		Total BCS	IT LEADERS FORUM BCS membership							Total BCS	Non BCS	TOTAL	LINKEDIN Grp Total	Notes
	Total FB/CS	Total MB/CS		M	F	U	Fellow	Profess ¹	Other BCS	Overseas					
30/11/2018				3078	274	40	1395	1980	17	320	3392	22	3414	1632	Memsec AGM data
03/12/2020		31675									2487	22	2509	1650	Migration to Salesforce
20/01/2021	2870	33944		1705	125	437	1195	1059	13	251	2267	22	2289	1649	First data available from PowerBI
22/01/2021	3066			1869	142	477	1310	1164	31	251	2488	22	2510	1649	
09/02/2021	3073	31885		1867	142	477	1308	1164	31	252	2486	22	2508	1649	
06/04/2021	3049	32002		1859	141	476	1296	1157	23	183	2476	22	2498	1651	
07/04/2021	3049			1859	141	476	1296	1157	23	253	2476	22	2498	1664	
05/05/2021	3054	31580		1854	141	476	1295	1152	24	253	2471	22	2493	1665	
19/05/2021	2884			1723	115	443	1214	1054	13	230	2281	22	2303	1663	
04/08/2021	2890	26367		1686	122	430	1212	1015	11	227	2238	22	2260	1669	
27/09/2021	2928	26443		1701	119	434	1222	1021	11	229	2254	22	2276	1668	
23/11/2021	2924	26305		1681	120	429	1213	1006	11	224	2230	22	2252	1673	10 requests waiting to be approved
29/12/2021	2915	26250		1663	119	420	1204	987	11	222	2202	22	2224	1675	5 requests waiting to be approved
18/02/2022	2898	26901		1625	117	415	1187	959	11	224	2157	22	2179	1678	2 accepted, 5 waiting to be approved
22/03/2022	2897	25961		1609	116	409	1172	951	11	217	2134	22	2156	1677	2 accepted, 5 waiting to be approved
06/05/2022	2834	25599	4748.4	1575	111	404	1143	936	11	215	2090	22	2112	1680	2 accepted, 4 waiting to be approved
23/06/2022	2865	25741	4792.0	1575	114	399	1140	937	11	213	2088	0	2088	1683	1 accepted, 8 pending
30/08/2022	2870	26396	4895.2	1568	114	400	1142	929	11	214	2082	0	2082	1685	4 accepted, 1 pending
13/10/2022	2847	26480	4895.9	1558	111	397	1131	924	11	217	2066	0	2066	1684	7 pending

As at the date of the committee meeting the latest LinkedIn count was 1685 (4 pending) and the BCS membership was unchanged from the above.

Budget

Notification of our 2022/23 budget came quite a while after the start of the financial year and we discovered that it had been cut dramatically. We submitted a budget based on the new HQ planning process which resulted in a higher than normal application for £4800 for this year but our total operational budget allocation is only £974.28 and we had already made a commitment to support a face to face event for Gill Ringland. Please be prudent and please check with David before making any commitments.

Events

Digital Divide event 8/Nov (Shakeeb) (Virtual)

Software Risk and Resilience 15/Nov

Leaderpreneurs 21/Nov (4pm) (Shakeeb)

AGM 29/Nov events which would be immediately followed by a Members Symposium.

2023: we plan to hold 3 events (Jan, Mar, May), currently based on topics from working group outputs.

Nominations and the Election Latest

This year we have 9 candidates standing for election to The BCS IT Leaders Forum Committee and under the rules of the current constitution there are 4 vacancies. The complete list can be viewed at <https://interact.bcs.org/member-communities/nominations-2022-it-leaders-forum-election.pdf> Members can vote for up to 4 candidates from the list and submit votes are submitted at <https://forms.office.com/r/i9FjExmWN4>. Voting opened yesterday, Monday 17th October, and we will close the ballot at 5pm (UK time) on Friday 28th October. Phil described the full process which is documented on Basecamp. The results will be announced to on 14 November.

Our Constitution

Since Covid we have been working differently in order to more effectively engage with our members. This has so far been very successful but it has meant more work for the committee. This year on paper at least we have had a full committee but we have had a number of people missing through illness, work commitments and other reasons, This may always be the case to a lesser or greater extent and whilst we will try to balance the workload amongst those who are available David would like us to re-consider our committee constitution to bring it more into line with BCS Member Group Rules. He believes that a small change in our constitution would help us to overcome most of our difficulties and he presented his analysis of the situation to understand how this could be achieved. This analysis has been placed on Basecamp (For Discussion) but the committee discussion is summarised here. The MGR numbers in brackets refer to the item number at https://volunteer.bcs.org/Rules_committees.

The BCS has been consulted confirming that now would be a good time to change our constitution however the Chair of the Communities Board has provided two points of clarification:

- Our committee appointment process must be completed as per our current terms of reference as the nomination process has already started
- A change of ToR/ Constitution would require CB approval – He'd expect this to be achieved via an electronic vote, depending on the scale of changes proposed and alignment with the member group rules

Principal proposed change to the constitution

The main difference between our constitution and the BCS Member Group Rules is in the makeup of the committee. Our constitution says that the committee must not exceed 15 members and that the number of co-opted members must be within this 15 member limit.

The BCS states that Member Groups are managed by a committee elected by the members of the group at an Annual General Meeting (AGM) - although it is acceptable for someone to be co-opted onto the committee at any time of the year. The committee also has the power to set up subcommittees (MGR Intro). The Committee must be comprised of at least three professional members (Chair, Treasurer, Inclusion Officer) and the Early Careers advocate is also a mandatory role (MGR 2). According to the BCS Member Group Rules the committee can also co-opt members to the committee as long as a majority of the committee (including co-opted members) are Institute members and the number of co-opted members does not exceed elected members (MGR 4).

The committee discussed the many ways in which the adoption of the member group rules regarding the makeup of the committee would assist the committee in its work and it discussed the 3 options put forward in the analysis for their adoption.

The committee considered the options and there was agreement that full membership of the committee would remain at 15 but that we should adopt the Member Group Rule regarding co-opted members

Other proposed changes to the ITLF constitution

It was agreed that our constitution should also be amended to incorporate the following Member Group Rules, as well as or instead of our own:

- The committee may appoint replacements for committee members (including the Chair and Treasurer) that resign mid-year. (MGR 3)
- Non-Institute members must abide by the BCS code of conduct (MGR 2)
- Committee members can be removed by a majority vote of the committee. There is a right of appeal to the Community PPP Committee. (MGR 6)
- Member Group Committee meetings will be conducted in accordance with BCS rules. (MGR 7)
- A Quorum is composed of 33% of the membership of the committee, with a minimum of the Chair or Treasurer plus two other members of the committee constitute a quorum. If there are fewer members present (in person, by phone or electronically) the meeting cannot make binding decisions. (MGR 8)
- Voting: A simple majority of elected committee members present is sufficient to decide a disputed decision. If there is a tied vote, the chair will have an additional deciding vote. (MGR 9)
- Public statements: What Member Group committee members say and publish (including on social media) should be appropriate for a representative of a professional body. Communicating on behalf of any part of the Institute (including a Member Group) should only be done with appropriate authority. Criticism of the Institute should be kept out of public forums. (MGR 10)
- Behaviour: BCS staff and Member Group Committee members are expected to respect each other and behave in a positive, cooperative and professional manner. If a BCS member has a concern about the behaviour of another member or member of staff they should discuss it with the Chair of the Community Board. Ultimately the Code of Conduct is applicable. There is guidance on what is meant by acceptable behaviour (MGR 11)
- Training: Each Member Group Committee will be responsible for ensuring that all its members receive appropriate training as prescribed by Trustee Board from time to time, available on this page, <https://volunteer.bcs.org/content/welcome-your-volunteering-journey-bcs>. The Community Board may cancel or suspend an individual's membership of a Member Group Committee where a member's actions have, in the opinion of the Community Board, been detrimental to the work of the Committee. (MGR 12)

It should be noted that many of these are already incorporated into the ITLF constitution but the latter hasn't always kept up with the rule changes from the BCS. The committee agreed that now would be a good time to address this.

ACTION: David to draft all changes to the ITLF Constitution for approval by the Community Board.

ACTION: On the assumption that a new constitution is approved, Shakeeb to table a half page discussion paper setting out the need for new committee roles, e.g. to undertake some low-level marketing (emails, LinkedIn posts, tweets, etc.).

ITLF Annual General Meeting

This is scheduled to take place on 28 November and the notice will go out to members shortly. The agenda will follow BCS Member Group Rules and will be as follows:

- Acceptance last year minutes
- Chair report
- Treasurer report
- Election of committee members and process for the election of officers

Minuting of the AGM will complete after election of officers and the AGM will be followed by a member's symposium.

2023 conference

The BCS has advised us that they have started planning an event targeted at C-suite technologists to take place in February, which we will attend as guests.

This will give an opportunity for the wider SIG and organisation membership community to submit suggestions on speakers and content. However, The BCS is keen to utilise our expertise in an advisory capacity to get us started. The objectives for the event are:

- to engage IT leaders across all industries in a number of interesting topics and discussions
- to position BCS as a partner for businesses and IT professionals at all levels
- to increase awareness of the BCS offering across all sectors

To do this the BCS has a wire frame of content detailed below. They'd really appreciate our insight on specific angles that we could take on this topic as we start to build out the event and invite the wider member group community to help propose speakers.

Headline topics:

- Transferable skills – Speaker confirmed
- Talent Pipeline
- Business Transformation
- Green IT/Sustainability
- Future Tech
- Cyber Security
- Politics/Public sector
- How to become a leader

On a separate note, the BCS is also at discussion stage for a future leaders event where outputs from our working groups could be really compatible but we'll pick this up once its developed beyond an initial idea and your working groups have had a chance to develop some initial outputs.

ACTION: The committee saw this as a win by getting the C-Suite on the table for the first time and the committee as a whole is to support these initiatives. All contributions to the headline topics to David please.

Working Groups

- IT Leadership Modules - Jon Hall – first meeting 7 Oct – 7 people attended – discussed learning expectations, next meeting this Fri
- Early Career Leadership - Matt Taylor – first meeting 4 Oct – good attendees – general agreement on next step – next meeting after half term

- Leaderpreneurs – Shakeeb – number of meetings held – focus on running first event as round table for discussion and what it means for a BCS member, then develop the three events. Need to think about implication of skills on the board – cannot have more than one person representing IT. 7 people on the team.
- The Future CEO. Jonathan is on holiday so David's take is that the group is well down the road of assessing the different possibilities and opportunities for the CIO and the business and what is holding both back. More from Jonathan on his return.

Inclusion Officer

Norman is attending the diversity and inclusion annual BCS event on 27 October at David's request.

Early careers advocate

We have been approached by someone who has been discussing Early Careers with other member groups. Matthew has invited him to join his working group (Early Career Leadership) with a view to letting him hold an event if applicable.

AOB

As we haven't met face to face for a long time it was suggested that we might meet up in December for a Christmas drink. Possibly after work in London around 12th or 13th December. Shakeeb offered to come up with some suggestions. More information to follow.