

Minutes of IT Leaders Forum meeting held at 1630 on 5 September 2023

Attendees

David Miller (Chair)
Jonathan Leeson (Vice Chair)
Norman King (Inclusion Officer)
Gordon Thompson (Treasurer)
Chris Fowler (Communications)
Ian Golding
Shakeeb Niazi
Gill Ringland
Karl Smith
Matthew Taylor

Apologies

Phil Crewe

Absent

Jon Hall
Jacqui Hogan
John McCarthy
Algirdas Pakštas
Christos Stavroulakis
Haiyan Wu.

1. Chairs report (David)

- 1.1. The minutes of the last meeting (4 July 2023) were accepted without amendment.
- 1.2. It has been a difficult few weeks since the last committee meeting. Mandy has been away and although she did return for a couple of days she is now off until 25 Sept as I understand the situation currently. This means that we have had to rely on Groups at HQ, most notably Kerry Wear, but here also we have been blighted by holidays. All of this came at a time when we were setting up the delayed 2023 IT Leaders Conference and 6 other Q3 events. The good news is that we succeeded and all 7 are now in the events calendar. **ACTION: Anyone seeking HQ assistance for the ITLF have been asked to email Groups@bcs.uk rather than Mandy until further notice.**
- 1.3. What the efforts of these weeks highlighted once again is the difficulty we sometimes have about meeting our aims as stated in our "About Us", in particular our policy element: "*We provide members with an impartial setting for pressure-free, non-commercial networking, problem solving and discussion amongst peers.*" This time I am pleased to say that our different expectations were amicably resolved but David asked the committee to consider the following policy guidelines which, if accepted, would strengthen our resolve when dealing with speaker organisations: -

Suggested ITLF Policy Guidelines

We should ensure that speakers are aware of our following policy and are happy to comply with our guidelines:

- *It is reasonable for an audience to be aware of the name of the company that the speaker may represent and whether they are speaking on behalf of that company or expressing personal opinions.*

- *It is OK for some discreet branding to be used but speakers should not use our events to promote their brands with intrusive banners, brochures, leaflets etc.*
- *Do not accept sponsored speakers, i.e. speakers who buy a speaking slot from the presenting organisation, whether or not they conform to our other policy guidelines.*
- *Do not pay companies for staging events, other than for reasonable travelling expenses.*
- *Do not allow the collection/harvesting of personal data by any method. Insist that we use the BCS collaboration systems, i.e. Teams and Zoom platforms for remote working, surveys, etc., so that names, companies, and email addresses are not available to speakers. If attendees would like to be contacted later they are, of course, at liberty to pass on their contact details.*

ACTION: All committee members to pass any comments on the above policy guidelines to the Chair prior to the next meeting, please.

1.4. Committee nominations and the election timetable.

The committee currently consists of 15 members (max permitted) and 2 co-opted members. Three committee members will have reached their full term (3 years) at the AGM and may stand for re-election during this process. Both co-opted members must also step down at the AGM but may seek nomination and election as committee members during this process.

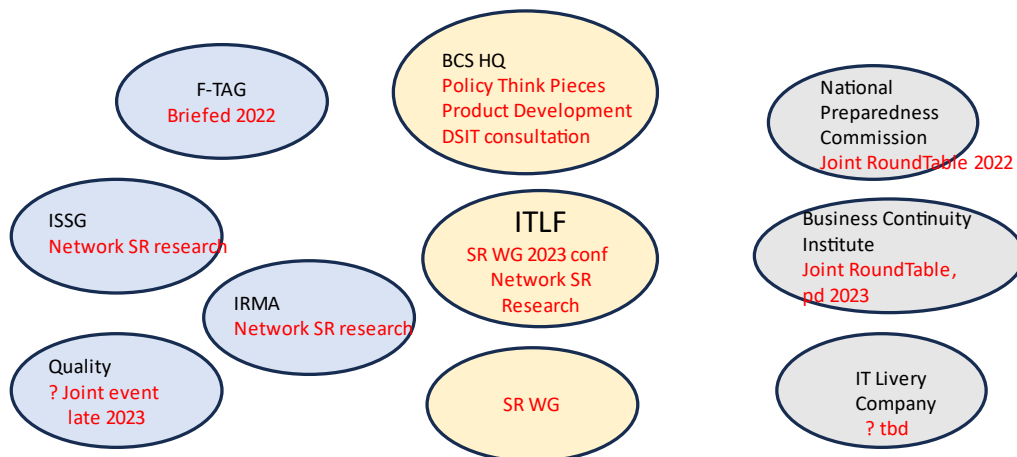
Last year two members decided to step down during the election process so this year David asked if we have any members who haven't yet reached the end of their full term and whose circumstances have changed and who would therefore wish to stand down early. I have received one reply. If there are others please say now or contact me afterwards (in any case before end of September).

It is likely that there will be an election process and the timetable is set out in the table below.

Task #	Task	Responsible	Completed
1	Send notice to committee members setting out, according to our records, those whose terms of office are coming to an end later this year. Please advise Groups/The Chair if you think there is any inaccuracy. Those people highlighted will be invited to reapply.	Chair	Yes
2	Check timetable with HQ to ensure they are resourced to run the election	Chair	Yes
3	Last year we had two resignations during the election process. If any other committee member is finding it difficult to make a contribution due to personal or workload pressures but whose term of office does not end this year then please raise this in confidence via email or phone with The Chair before the notice of the election is sent to members (see note 5, below).	Chair	Started
4	Discuss process at 5 September committee meeting.	Chair	Yes
5	Send notice to all members inviting applications on Monday 2 October . The closing date for submissions to Mandy is Monday 16 October	Groups	
6	If more valid applications are received than places available, candidate details will be posted on the web site and a ballot will be held starting on Monday 30 October and it will close on Friday 3 November .	Groups	
7	Chair will be advised of the successful candidates who will announce these at the AGM on 28 November and the successful candidates will take office from that date.	Groups	

- 1.5. In delivering our aims to “inform, involve, and influence”, I wanted to illustrate this by talking about the Service Resilience working group. I have been conscious of the number of groups that Gill and Ed have been liaising with (and influencing) in their work and I asked Gill if she would produce a slide for me showing these interactions. This is shown below.

SR WG Working with other organisations



The impact of this has been immense. When Gill raised this topic at our Symposium a couple a year so ago no-one was talking about service resilience. Fast forward to today and I keep reading about it, not just in the IT media but in the national newspapers as well. Gill, Ed, their working group, and all the other organisations listed in the slide above did this. We are all very proud of what has been achieved and we say well done to Gill.

Gill reported that it is Gill and Ed’s intention that by the end of the year they aim to have handed over the responsibility for acting on this work to the bodies most able to do so. This will be featured in greater definition nearer the time but is likely to involve academia, the BCI, IRMA, and will require further work on IT management methods. **ACTION: David to circulate the flyer for the 25 October event to committee members.**

2. Membership report (David)

At previous meetings we have discussed how we might present this data. This month’s membership figures include a variance row which members may find helpful. **ACTION: Comments or further ideas on presentation to the Chair please prior to the next committee meeting.**

Date	BCS		Total BCS	IT LEADERS FORUM BCS membership								LINKEDIN	
	Total FBBS	Total MBCS		M	F	U	Fellow	Profess'l	Other BCS	Overseas	Total ITLF	Grp Total	
18/02/2022	2898	26001		1625	117	415	1187	959	11	224	2157	1678 2 accepted, 5 waiting to be approved	
22/03/2022	2897	25961		1609	116	409	1172	951	11	217	2134	1677 2 accepted, 5 waiting to be approved	
06/05/2022	2834	25599	47484	1575	111	404	1143	936	11	215	2090	1680 2 accepted, 4 waiting to be approved	
23/06/2022	2865	25741	47920	1575	114	399	1140	937	11	213	2088	1683 1 accepted, 8 pending	
30/08/2022	2870	26396	48952	1568	114	400	1142	929	11	214	2082	1685 4 accepted, 1 pending	
13/10/2022	2847	26480	48959	1558	111	397	1131	924	11	217	2066	1684 7 pending	
24/11/2022	2843	31067	49548	1541	107	395	1122	911	10	210	2043	1684 4 requests pending	
10/01/2023	2827	31305	49926	1522	108	391	1107	904	10	204	2021	1681 11 request pending	
03/03/2023	2831	32255	51388	1505	109	386	1102	889	9	206	2000	1684 3 requests pending	
09/05/2023	2807	32270	52357	1462	100	380	1085	850	7	205	1942	1683 11 requests pending	
03/07/2023	2792	32539	52864	1431	101	374	1070	829	7	193	1906	1682 2 accepted, none pending	
05/09/2023	2807	32495	52605	1428	96	379	1076	820	7	198	1903	1684 5 accepted, 18 pending	
	+15	-44	-259	-3	-5	+5	+6	-9	0	+5	-3	+2	

There is an outstanding action - ACTION: Gill to create an initial draft plan (for leveraging international membership) for discussion. This item was not discussed today and so is carried forward to the next meeting.

3. Treasurer's Report (Gordon)

Gordon reported that the 2022/23 budget outturn showed an actual spend of £189.41 which represented an underspend of £784.87 on a budget for the year of £974.28. Committee members confirmed that there were no outstanding invoices or payments due for the year just closed. **ACTION: Gordon was asked to submit the end of year form (2022/2023 MG Year-End Return) to HQ.**

The budget for the 2023/24 year is £700 for the full year. Further funding may be requested but it is not guaranteed. David asked that if anyone was proposing to spend then please give the Chair and Treasurer as much notice as possible to ensure that any additional funding, if needed, was made available in time.

4. Inclusion Officer's Report (Norman)

Norman and Chris reported that they had been successful in obtaining a revised "pro-bono" proposal from Fearless Futures to run an "Inclusion for IT leaders" event on 2 November. They are now discussing content and language with the speakers to ensure a good fit with our requirement.

5. Working Groups

5.1. Service Resilience – Gill reported as above in Note 1.5.

5.2. Early Careers Leadership.

Matt had previously circulated a draft paper setting out the thoughts of the group so far. The group members were primarily interested in mentoring and so the group as such has stalled but not before the problems of giving career guidance had been explored as documented in the paper. Before deciding what should be done, Matt asked for feedback on the paper so that it could be discussed further within committee. **ACTION: All committee members to review Matt's draft paper and comments to Matt please before the next meeting.**

5.3. Nurturing Leaderpreneurs.

Shakeeb has arranged to run four innovation workshops, two for IT leaders on 3rd October, and two for entrepreneurs on 4th October. These will be based on the findings of the working group and run in conjunction with a group of entrepreneurs who have "redesigned the digital design and development process to inject serious pace, quality, and certainty into innovation, while substantially reducing risk." Further food for thought for those of us who are keen to see an overhaul of the IT management methods.

5.4. Other Working Groups.

The Future CEO: Jonathan reported that the group is hoping for a relaunch this year.

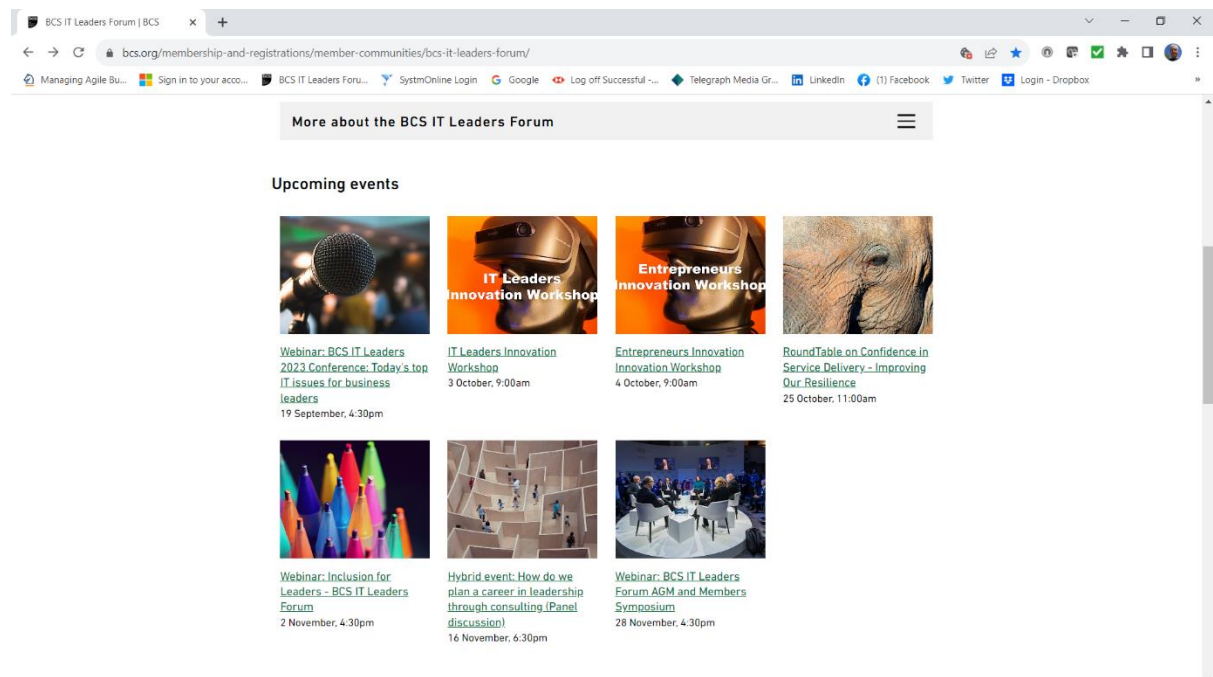
ACTION: David to discuss with Jonathan.

IT Leadership Courses for Higher Education: Jon did not attend but has previously stated that his group had stalled due to pressure of work but his aim is to restart the group this autumn and that group members were also keen to continue.

6. Events Q3 and Q4 (David)

The next major event is the IT Leaders Conference. David has arranged to meet with Jonathan on Friday (8th September) to finalise the arrangements and plan the meetings with the speakers. Hopefully everyone, including speakers, have registered and received the link.

The ITLF home page now carries details all of the events through to the end of the year:



The screenshot shows the BCS IT Leaders Forum website. The page title is "More about the BCS IT Leaders Forum". Under the heading "Upcoming events", there are seven event cards arranged in two rows. Each card features a representative image, a title, a link, and the date and time.

Event Title	Date and Time
Webinar: BCS IT Leaders 2023 Conference: Today's top IT issues for business leaders	19 September, 4:30pm
IT Leaders Innovation Workshop	3 October, 9:00am
Entrepreneurs Innovation Workshop	4 October, 9:00am
RoundTable on Confidence in Service Delivery - Improving Our Resilience	25 October, 11:00am
Webinar: Inclusion for Leaders - BCS IT Leaders Forum	2 November, 4:30pm
Hybrid event: How do we plan a career in leadership through consulting (Panel discussion)	16 November, 6:30pm
Webinar: BCS IT Leaders Forum AGM and Members Symposium	28 November, 4:30pm

7. Communications Officer's Report (Chris)

Chris reported that the two current initiatives are as follows:

- 7.1. Now that the events page is complete Chris is to launch the planned further promotional campaign for the upcoming IT Leaders Conference. **ACTION: Chris to commence the new series of posts and emails each one featuring a different conference agenda topic.**
- 7.2. As reported at the last meeting, Chris has placed a guide, "IT Leaders Forum Practices for Sharing Information on LinkedIn" in Basecamp which can be found in the Marcomms folder and wanted to build upon this. Karl and Shakeeb volunteered to work with Chris to consider how we might be able to take our marketing further in terms of reach and what the consequences may be. Suggestions such as tagging, war rooms, and emphasising that non-members are welcome at our events were offered at the meeting but discussions will be held and Chris will present the outcomes to the committee for consideration and decision. **ACTION: Chris to arrange to meet with Karl and Shakeeb to draft a decision paper.**

8. AOB

There was no further business. The date of the next committee meeting is 10 October, 2023.

The meeting closed at 1735.