Institute of Management Services

The home of Productivity Professionals

June 2023 Newsletter

Amendments to Institutes Articles of Association

The Institute is both a registered charity and a company limited by guarantee and the rules by which the Institute operates are laid down in a legal document titled "Articles of Association." The Articles can only be amended by a decision taken by the Institute's members at an AGM. At the Institute's AGM to be held on 13th October Institute members will be asked to vote and approve amending Articles 32 and 33. Both Articles relate to the number of members serving on the Institute's Council of Management and define the decisions they can make in the management of the Institute.
The two Articles are currently written as follows:

32. The number of members on Council shall not be less nor more than eight; provided that if the number of members of Council be less than the number herin stated Council shall have the power to carry out the following but no other function, namely, to fill the vacancies on the Council, the admission of persons to membership of the Institute, and the summoning of a General Meeting. No person shall be eligible for Council who is not a Fellow or Member of the Institute.

33. Council will shall consist of not less than nor more than eight. Elections to Council will be held biennially. At each election four corporate members will be elected to serve for a four-year period.

As currently drafted the Articles indicate that the Institute must have eight members serving on its Council to take decisions on the day-to-day management of the Institute. If it has less than eight members, the only decision it can make is to appoint to fill vacancies and so bring the Council size back to eight members. The Council is currently finding the requirement to have a full complement of eight is making it extremely difficult to manage the Institute as it can take months to fill vacancies and bring Council membership up to eight, during which time Council cannot take any decisions on the day-to-day management of the Institute. To remove the restrictions imposed by the current Articles 32 and 33 the Institute's Council would seek the support of the membership in amending the articles to read as follows:

*32. The number of members on Council shall not be less **than four** nor more than eight; provided that if the number of members of Council be less than the number herein stated Council shall have the power to carry out the following but no other function, namely, to fill the vacancies on the Council, the admission of persons to membership of the Institute, and the summoning of a General Meeting. No person shall be eligible for Council who is not a Fellow or Member of the Institute.*
*33. Council will shall consist of not less **than four** nor more than eight. Elections to Council will be held biennially. At each election four corporate members will be elected to serve for a four-year period.*

As seen, the amendments only consist of the three highlighted words. The Institute will still require a Council consisting of eight members but will be able to undertake all decisions relating to the management of the Institute provided there shall attend the Council meeting at least four Council members. The Institute's Council would ask that you vote in support of the change to the Institute's Articles of Association

Summer Journal

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Institute of Management Services

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Institute of Management Services
Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN of the fifty-eighth Annual General Meeting of the Institute to be held as a virtual meeting on Friday 13th October 2023 at 10.30 am to conduct the following business.

1) To receive the 2022 Annual Report and Accounts.

2) To confirm the following Bye-Law No 1/2023. Membership subscription for 2024 shall be for Life Membership at a rate of £355.00 for all members. An Affiliate Membership fee of £235.00.

3) To amend the Institute's Articles of Association – section 32 and 33 (see front page for information)

4) To authorise Council to appoint Auditors and fix their remuneration for the ensuing year.

5) To note the elections to Council.

Institute members wishing to participate in the meeting should indicate their intention to do so and request the Virtual Meeting access code by emailing: admin@ims-productivity.com by Friday 6th October 2023.

By Order of Council of Management 5th June 2023

<u>Institute of Management Services FORM OF PROXY – FOR CORPORATE MEMBERS ONLY</u>

I (full name)……………………………………………………...of (full address)……………..…………………………………………………………………………..

……………………………………………………………………………………………… Membership Grade…………………………………………

Membership No ………………………………………..

Hereby appoint Dr A Muir, 1 Berryhill, Finglassie, Glenrothes, Fife KY7 4TQ or failing him the Chairman of the meeting to vote for me and on my behalf in accordance with the directions, if any, given hereunder at the fifty-eighth Annual General Meeting of the Institute to be held as a virtually meeting on Friday 13th October 2023 at 10.30 am and at every adjournment thereof.

RESOLUTION NO 2   FOR / AGAINST * (Bye-Law No: 1/2023)

RESOLUTION NO 3   FOR / AGAINST * (Amend Articles)

RESOLUTION NO 4   FOR / AGAINST * (Appointment of Auditor**)**

*delete as applicable

as witness my hand the…………………………………day of ……………………………………………2023

Signed…………………………………………………………………………………………..

This proxy form must be delivered to Dr A Muir, 1 Berryhill, Finglassie, Glenrothes, Fife KY7 4TQ by no later than 10 am Friday 6th October 2023. The name of Dr A Muir has been inserted (or chairman of the meeting) to ensure that your vote is cast in the way you have indicated. You may however, insert another proxy holder if you wish who must be a corporate member of the Institute, but your vote will not be recorded if he or she is not present at the meeting.
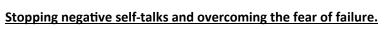
How to tackle procrastination effectively.

Sometimes, focussing on the task in hand is just not something that is on the cards. But you can keep yourself on task with using just a few of these tips.
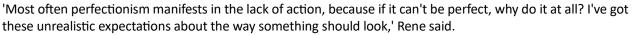
Identify and Eliminate Unnecessary Distractions.

Distractions can significantly hinder productivity and contribute to procrastination. Common distractions include social media, email, and noise. Creating a dedicated workspace can help minimize distractions and promote focus. Additionally, website blockers and time limits can help manage online distractions.

If the task is a little daunting, try breaking larger tasks into smaller, more manageable tasks.

An effective way to tackle procrastination involves breaking tasks into smaller, achievable goals. This approach makes tasks seem less daunting and allows for more straightforward progress tracking. The Pomodoro Technique, for example, involves working in short, focused intervals (usually 25 minutes) with breaks in between. Another helpful strategy is the "two-minute rule," which encourages completing tasks that take less than two minutes immediately.

Stopping negative self-talks and overcoming the fear of failure.

Perfectionists struggle to complete tasks unless they are deemed perfect by their standards. Behaviour expert and author Rene Rodriguez, has revealed ways in which you can help kick your procrastination to the curb and start tackling tasks head on

'Most often perfectionism manifests in the lack of action, because if it can't be perfect, why do it at all? I've got these unrealistic expectations about the way something should look,' Rene said.

'That's one of the ones I struggle with. What's interesting is that it leads to high-quality work when I get it done. It leads me to meticulously go over things, but if I am not careful, I'll allow that that pursuit of excellence to turn into perfectionism. But when it comes to putting off things, the pursuit of excellence turns into procrastination, then it's perfectionism and that will result in fear of failure.'

Rene explains that this is where the 80 per cent rule comes in. If your work is at 80 per cent standard, complete it and leave it there. 'The concept is that there is no such thing as 100 per cent perfect,' Rene explained.

Move the task to the present.

People start a task sooner when they believe it is part of their present.

So, the key to stopping procrastination is moving a task from feeling like part of the future to feeling like part of the present.

In one study, the researchers used some tricks to make people think a task was part of the present or part of the future. In one, they gave some participants an assignment on the 24th of April, giving them five days to complete it. Other participants were given the same five days to complete it, but were not given it until the 28th of April — so that the deadline fell in May.

People in the first group had the feeling the task was part of their present and so they were more likely to begin it.

Those in the second group felt it was part of May so were less likely to begin. Remember, both groups had the same time — five days — so it was just the perception that caused some people to procrastinate.

Success stops procrastination and improves productivity.

So far, so easy. Here things get a little tricky. That's because when you expect a project to be difficult or hard to complete, then you are more likely to procrastinate. But, there's only one reliable way to increase expectations of success and that is by experiencing success. But, while procrastinating and not starting, you can't experience success.

It's a Catch-22. But, if you are able to break down the task into more digestible tasks, then completing the task will be much easier to achieve. Then, the success of completing that task can propel you to finishing more and more.

Is the United Kingdoms' poor transport infrastructure holding back Productivity?

In the UK, there is a problem that does not seem to be shared by similar cities in Europe. Poor transport links within cities (outside of London) can be hindering productivity.

As a city grows, the number of journeys within it increases too, placing strain on the existing transport infrastructure. Left unresolved a city may grow without actually improving access, and thus could be considered a collection of contiguous towns rather than a unified whole. In order to gain agglomeration benefits the population of a city with access to the economic opportunities at the centre needs to grow, not just the number of people tacked onto the outskirts. In order to avoid stagnation, cities need to continually invest in their infrastructure to maximise access.

London might be renowned for having one of the best transport networks in the world, but by British standards, our capital is an exception rather than the norm. The second and third cities of Birmingham and Manchester have no metro and rather small and congested tram networks. Beyond them provision is even more sparse, with Leeds and Bradford, a combined urban area of around two and a half million people, having to rely solely on unintegrated bus networks and slow regional rail.

Whereas a single car lane may transport just 2,000 people per hour, a right of way for trams or trains can move a magnitude higher, at anywhere between 18,000 and 90,000 people per hour depending on the technology and mode used. This much higher throughput, combined with faster average journey speeds, means rapid transport can increase the effective size of cities, thus enabling higher productivity, as well as saving people time travelling. Strong rapid transport networks in our largest cities should therefore be seen as a necessary investment to improve quality of life, and that's before considering the strongly positive environment and health benefits from increased active travel and less air pollution.

Contrast this to our neighbours across the Channel and the picture is starkly different. Of urban areas in France, Germany and the Netherlands with a population more than 500,000, over 80% have a form of fixed rapid transport. In the UK it is 50%.

This wide gap between British and European cities isn't there for lack of trying. Leeds attempted to initiate a tram network several times in the 2000's, and the regional authorities in Manchester, Birmingham, and Bristol have all touted ideas for future metro networks to no avail.

Rapid transport networks are a key enabler of higher housing densities and thus should be considered a key tool in tackling the housing shortage without needing to expand development to too much greenfield. The Bus Services Act, passed in 2017, is the first page in this new chapter, giving regional British cities the powers to manage and regulate their bus networks in the way London has exceptionally done so for decades. As of yet, only Greater Manchester has been able to navigate the red tape to do so. We need to support other cities to do the same.

Though regional British cities may underperform today, the evidence from Europe suggests that this is not inevitable. Urban rapid transport investments are one of the best tools at our disposal to boost the productivity of our cities, increase access to labour, and spur greater innovation. They should be a priority for central government and local authorities alike.

Can we build a fairer transport system?

Help requested

Summer Journal Content

Featured Articles

- Russell Currie Awards
- The Purple Pound Perspective
- Developing Change and Superior Consulting and Change Agent Skills
- Power Struggles
- Continuous Operations Development
- Adam Smith's 300 year Anniversary

IMS Website

The new website is under construction. If you would like to support the team who are overseeing this please let us know on admin@ims-productivity.com

Contributions

If you would like to contribute to our quarterly newsletter, please send your questions and comments to:

admin@ims-productivity.com

Institute AGM
13th October 2023

Achieving excellence through people and productivity

Institute of Management Services

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