



# Institute of Management Services

*The home of Productivity Professionals*

## Newsletter March 2021

### Institute Elections

In 2021 elections to the Institutes Council of Management will take place to fill four vacancies on the Institute's Council. Those elected will serve for a period of four years.

On page 3 of this newsletter you will find the official notice seeking nominations from corporate members of the Institute who wish to stand in the election. On page 4 you will find a nomination form to be completed by those wishing to stand in the election. As indicated on the forms each candidate needs to have their nomination form signed by two corporate members of the Institute. If unable to physically sign the form nominators can email the Institute confirming their candidates nomination.

Candidates may if they wish submit their 50 and 150 word descriptions by email in a word document together with the completed form.

Candidates need to have the following qualities and skills and be prepared to play an active role in the management of the Institute.

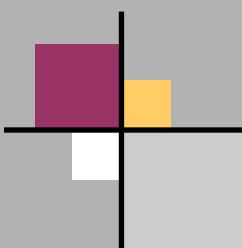
- Make an active contribution and have intelligent thinking skills.
- Capacity and capability to take on some workload.
- Clear desire to actively contribute and influence.
- Be active in productivity or associated fields.
- Have practical skillsets/ mindsets that demonstrate commercial skills.
- Willingness to play an active role in the management of the Institute.
- Have the necessary business skills to make a positive contribution.

Please give active consideration to standing for election and using your skills and knowledge to benefit the Institute. If you require further information please email [admin@ims-productivity.com](mailto:admin@ims-productivity.com) and arrange to speak to an existing Council member.

#### [SPRING 2021 JOURNAL](#)

[MSJ Spring 2021.pdf \(ims-productivity.com\)](#)

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Choose a job you love, and  
you will never have to  
work a day in your life.

-Confucius

## Mental Health In Workplace



Supporting the wellbeing and mental health of employees should always be a priority, and never more so than now, when we are all dealing with the uncertainty brought on by the coronavirus pandemic.

The Institute's bankers, the Bank of Scotland in collaboration with Mental Health UK have produced an informative guide titled "*Mental health in the workplace guide*" which provides specific guidance on developing and promoting positive mental health.

The guide can be seen at:

[https://business.bankofscotland.co.uk/assets/business-resource-centre/guidance/mental\\_health\\_workplace.pdf](https://business.bankofscotland.co.uk/assets/business-resource-centre/guidance/mental_health_workplace.pdf)

## WORKING FROM HOME CAN BE INCREDIBLY LONELY



With home working most phone or video calls tend to be focussed around work. This means it is easy to miss conversations where you learn about what is happening in the lives of colleagues or employees.

Just as you would ask someone in the office how their weekend was, it can be helpful to spend a few minutes talking about things other than work. In addition to building and maintaining better relationships, this can also help identify if a home-worker is struggling with issues such as isolation, feeling overwhelmed, medical issues etc.

## Security of Online Banking

**Which?**

Consumer watchdog Which, in its 2021 security investigation of online banking and mobile banking services found "serious vulnerabilities" at major banks and building societies. The research found security issues at several UK banks.

"Banks must lead the battle against fraud, yet our security tests have revealed a big gap between the best and worst providers when it comes to keeping people safe from the threat of having their account compromised," said Which? Magazine editor Harry Rose.

The Which website contains a detailed report which can be seen at the following link:

[How safe is online banking? - Which?](#)



# Institute of Management Services

Lichfield Business Village, Staffordshire University Centre, Friary Way, Lichfield WS13 6QG

To All Corporate Members

1 March 2021

## Elections to Council of Management

At the Annual General Meeting to be held in October 2021 the following members of the Institute's Council of Management will retire. They are, however, all eligible for re-election:

**Andrew Muir      Richard Taylor**

Nominations for the vacancies so caused may be made by submission to me at IMS BALLOT 206 Bescar Lane, Scarisbrick, Ormskirk L40 9QT not later than 5pm on Thursday 22 April 2021 on the nomination form. Will you please note that the nominee must be a corporate member of the Institute and be nominated by two other corporate members. Nominees must sign the undertaking to accept office if elected and provide details of themselves which may appear on the ballot paper.

In the event of the number of nominations exceeding the number of vacancies, ballot papers will be available for Corporate Members by email request to [admin@ims-productivity.com](mailto:admin@ims-productivity.com) from the Institute's Head Office on Wednesday 16 June 2021. The closing date for receipt of voting papers will be 1 August 2021 and the results of the election will be declared at the 2021 Annual General Meeting. An acknowledgement will be sent to the nominees as soon as the form is received.

### **The following notes outline the general duties and responsibilities of a Council member:**

The Institute is a company limited by guarantee and is governed by the provisions of the Companies Acts. Its Memorandum and Articles of Association specify what it may do and how it should conduct its affairs. The business of the Institute is managed by the Council of Management who may do anything within the Memorandum and Articles of Association which is not contrary to any statute or is not required to be done by members in general meeting. This responsibility is a collective one and Council normally act through Council meetings. Council may of course delegate to individual Council Members, but it has the final responsibility.

Council members are in a fiduciary relationship to the Institute and must exercise their powers for its benefit using reasonable diligence and care. They are required to take proper account of the interests of the Institute, as well as its members. They act as agents of the Institute and only become personally liable if they authorise any act or expenditure outside the Constitution. They may not receive any remuneration or benefit as Council members except out-of-pocket expenses; this includes benefit of any contract with the Institute by a company of which they own 100th of the share capital or more.

Apart from presenting annual reports and accounts and appointing certain officers, the Memorandum and Articles of Association lay no specific duties on the Council. Its responsibility is a general one of running the affairs of the business. Any individual responsibility springs from authority given by the Council and this will clearly vary from time to time. Council members are expected to serve a four-year term of office and to attend all Council meetings (normally three each year). To assume responsibility for at least one area of Institute administration and management.

**David Blanchflower**  
Secretary

## IMS Members Contact Details

### **Do we have the Correct contact details for you?**

It would help if members updated the Institute's office with any recent changes to their contact details be they postal addresses, phone numbers or email addresses. Up to date email contact details are essential to notify members when our on-line journal is available to view on our website. Email: [admin@ims-productivity.com](mailto:admin@ims-productivity.com)





The data regulator for the German state of Lower Saxony has fined a local laptop retailer a whopping £9.2 million for keeping its employees under constant video surveillance at all times for the past two years without a legal basis.

The penalty represents one of the largest fines imposed under the 2018 General Data Protection Regulation (GDPR) not only in Germany but across Europe as well.

The fine was imposed on the company Notebooksbilliger.de AG, an online e-commerce portal and retail chain dedicated to selling laptops and other IT supplies.

The German data regulator argued that employees do not have to give up their right to privacy because their employer puts them under suspicion of potentially committing a crime in the future.

## IMS Website Knowledge Bank



We are asking members to submit write-ups on specific topics for use in the Institute's website [Knowledge Bank](#). Please email submissions to [admin@ims-productivity.com](mailto:admin@ims-productivity.com)



*“Achieving excellence through people and productivity “*

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