

# IPIM Meeting 06 December 2021: Action Minutes



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(Meeting convened via ZOOM)

Present: Michael Silverleaf (Chair) Andrea Brewster (ARB), Alicia Chantrey, Gordon Harris, James St Ville, Julia Florence (Secretary)

## Financial Update (GH and ARB)

GH and ARB had a very helpful meeting on 1 December with Ian Bascombe of Haines Watts (HW), to assess whether that firm could provide suitable accountancy support to IPIM. HW are able to provide a 'light touch' accountancy service of the type required by IPIM, at a reasonable rate. They are also able to run a payroll for any employed admin support/interns at a low cost. IPIM supported engaging HW, subject to obtaining written quotations for the work. ARB has experience of working with HW who provided accountancy support for Greaves Brewster LLP when she was a partner there.

It is recommended that funding of IPIM should continue to be by donations, rather than subscription or sponsorship; this will avoid liability for corporation tax. It is also recommended that IPIM has a clearly defined financial year; the meeting agreed that this would be adopted from now on and would run from 1 April to 31 March.

The IPIM bank account is currently administered by CITMA staff; it is intended in the medium-term future to move the account to a bank/branch local to ARB. The existing bank mandate names CITMA staff Keven Bader and Joy Dublin as "officers who are signatories to the account". The meeting noted for the avoidance of doubt that IPIM continues to regard Keven and Joy as appropriately authorised officers for IPIM in this context.

## Actions

**It was agreed that ARB should submit an invoice for additional LEO services carried out on the restructuring of IP Inclusive, IPIM and its Advisory Board during 2021; this has already been budgeted for.**

**ARB will provide GH with a list of law firm Charter signatories that have not yet contributed to the 2021-22 fundraising campaign, so that he can try to raise further donations.**

## Annual Meeting/AGM

It was agreed to hold the IP Inclusive Annual Meeting, incorporating the AGM, on 26 April 2022, as an on-line meeting. Further details will be discussed at the next IPIM meeting in January.

## Register of Interests

ARB had circulated a draft outline for a Register of Interests for IPIM members. When complete it will be published on the IP Inclusive website. It was agreed that although IPIM members do not currently appear to have any conflicts of interest, we should, for transparency declare any positions held currently, or in the recent past, that could result in influence on or benefit from IP Inclusive.

**Action: IPIM members to complete and return the Register of Interests to ARB before the next meeting.**

### **Report of Advisory Board Meeting**

MS reported that the first Advisory Board meeting was very enthusiastic and engaged. Ben Buchanan was confirmed as Chair until November 2022. A key issue raised was the challenge of reaching people in non-fee-earning and administrative roles within the IP sector. The Advisory Board also suggested creating a register of expertise of its members; the spreadsheet IPIM used for recruitment could provide a useful template. For future meetings the Advisory Board will also be asked to consider how to reach those who are not engaged with/interested in D&I. It was agreed that minutes of the Advisory Board meetings should be fairly detailed and capture the content of the discussions, in order for IPIM members to be aware of issues that we may not be aware of.

**Action: ARB to discuss potential actions for the Advisory Board, including a 2022 meeting schedule, with Ben Buchanan.**

### **IP Federation – Senior Leaders’ Pledge**

The IP Federation have suggested creating an amended version of the Senior Leaders’ Pledge that would be suitable for use by those in in-house departments and have offered to help establish and promote it. GH leads the IP Federation working group on D&I and will work with Julie Dunnett to prepare a tracked version of the Pledge and Guidance notes for review by IPIM. It was noted that an in-house version of the Charter already exists.

### **Admin help/Careers in Ideas Intern**

ARB reported that IPIM now has sufficient funds to recruit administrative support for the LEO, as envisaged in the 2021-22 business plan. She will compile a role description and other relevant information, for review by IPIM before initiating the recruitment process. Advice on employment law will be sought at the appropriate time. There are a number of Advisory Board members who work in HR, who may be able to provide guidance on the recruitment process.

There are also sufficient funds to recruit an intern to assist with the Careers in Ideas campaign. ARB intends to address this once the administrative support is in place and again will seek professional advice regarding the legal and financial implications.

**Action: ARB to compile information and role description with a view to recruiting administrative support.**

### **Date of next meeting**

Next meeting 17 January 2022

**Action: ARB to organise further meetings in 2022, including joint meetings with Advisory Board.**