

IPIM meeting 29 January 2026: Action minutes



Meeting held at Mewburn Ellis, 8 Bishopsgate, London EC2N 4BQ, also with online access

Present in person: James St Ville (IPIM Chair), Andrea Brewster (Lead Executive Officer), Ese Akpogheneta, Robert Andrews, Lesley Evans

Present online : Gordon Harris (IPIM Treasurer), Alicia Chantrey, Julie Dunnett

Apologies: Clair Curran (IPIM Secretary), Michael Silverleaf

Andrea chaired the first few minutes of the meeting, James from the HR update onwards.

Register of interests (standing agenda item)

Michael had notified Andrea before the meeting of an addition to his entry.

Actions: **- Andrea to update and republish the register to reflect this.**

- ALL to keep under review and inform Andrea of new updates when necessary.

Review of matters arising & actions outstanding from 13 November 2025 meetings

Actions progressed:

- Clair had organised the 2026 IPIM meetings, liaising with the Advisory Board over joint meetings.
- Andrea had fixed a date and venue for the 2026 annual meeting (22 April, 2 to 4 pm, hosted by Bird & Bird in London and online).
- Anne's hours had been increased and Andrea's reduced correspondingly: see HR update below.
- All had agreed that IPIM complied with clause 8.5 of its constitution in terms of the information it published about executive staff roles and remuneration; no change was needed to the constitution.
- James had met with a potential new accountant: see financial update below.
- Anne, Helen and Andrea had met with Pete Fellows to discuss Riipen internship; they were now scoping a project with a view to sourcing free intern support for *Summer of IP 2026*.
- The idea of a central comms committee had been raised at a recent community leads' meeting; it had met with general support but not been progressed further at this stage.
- All IPIM members had been able to express a view on the Advisory Board suggestion to separate Careers in Ideas from IP Inclusive. There was unanimous agreement that this would not be appropriate.

Actions still outstanding:

- **Andrea to speak to Ben Buchanan about stakeholder mapping.**

HR update (standing agenda item)

All going well. Clair and Lesley had held informal one-to-one meetings with Anne and Helen respectively; nothing to report other than that both employees were enjoying their work and their developing roles.

IPIM agreed a proposal from Andrea to reduce her hours further, from 18 to 16 a week, and increase Helen's correspondingly. The reduction from 20 to 18 hours a week begun on 1 December 2025 (with a corresponding increase in Anne's hours) was working well. This latest change could take effect from 1 February 2026 and would bring another small reduction in IPIM's monthly HR expenditure.

All agreed this greater sharing of workload between the three executive team members, and increasing levels of involvement of all three in wider IP Inclusive activities, were making the initiative more efficient and less vulnerable.

Action: **- Andrea to liaise with Helen to implement this change, and to keep IPIM informed as to how the new arrangements with both her and Anne are working.**

Financial update (standing agenda item)

Cash flow was healthy. Donations were generally coming in at similar levels to last year, with a particularly large donation from CIPA in November 2025.

James had recently met with Karen Newman, an accountant at Pro Arts Plus (an arts-focused legal and accountancy service provider recommended by his Counter Culture contact Keith Arrowsmith). Karen seemed interested in helping us and James will also speak with Keith himself, giving us two possible options for new accountants and associated advice on charitable incorporation.

Andrea also suggested contacting the accountants used by Jonathan's Voice. Lesley suggested uncoupling the two issues (new accountants and charity status) so as to speed up the search for new accountants.

Actions: **- Andrea to contact the Jonathan's Voice accountants.**
- James to set up meetings with Pro Arts Plus and Counter Culture, potentially (time permitting) involving Gordon and Andrea as well.

Advisory Board update (standing agenda item)

As of 1 January 2026 the Advisory Board had a new chair, Jodie Bates. Lesley had met with her to welcome her and discuss future IPIM/Advisory Board interactions. It was a constructive meeting, covering

in particular how Lesley and Andrea could best engage with Board meetings to provide a link to IPIM, and Jodie's interest in increasing IP Inclusive engagement with business support staff.

Lesley had suggested the Board be asked to include "horizon scanning" as a standing agenda item in its meetings, as an opportunity for members to provide general updates to IPIM on developments they were aware of; Jodie liked this idea and would discuss it further with the Board.

It was agreed, as suggested by Lesley, that in future the Board should be asked to consider resourcing aspects of any ideas it brought to IPIM.

Lesley proposed a vote of thanks to the previous Advisory Board chair, Carol Arnold, for her valuable contributions to the Board's work over the past few years. This was wholeheartedly supported by IPIM.

- Actions:**
- Lesley to relay the above to the Advisory Board, along with feedback about Riipen internships, a comms committee, and the relationship between Careers in Ideas and IP Inclusive.
 - Lesley to ask the Board for a more detailed proposal as to how a comms committee might be set up, its role and how it could work in practice.
 - Lesley to ask the Board for (collated) feedback on the general structure and user experience of the IP Inclusive website, with a view to upgrading its structure, functionality and CMS editor in the near future (funds allowing).
 - IPIM members also to provide feedback on the website structure in due course, for James to collate.

Internal IPIM matters

Lesley had tabled a discussion paper on IPIM membership term, succession planning and the appointment of officers. All her proposals were agreed:

- At present there is no need for a minimum or maximum membership term.
- An annual agenda item will be included in the first meeting after the AGM, asking IPIM members to signal their intentions – as regards IPIM membership – for the following year.
- Members are asked to provide at least three months' notice if they intend to step down from IPIM.
- No changes are required to the current system for the appointment of officers, save that IPIM's internal procedure for seeking volunteers should be structured to maximise transparency.

Alicia suggested that at each annual strategy meeting, IPIM consider its current skill set to identify gaps and duplications. All agreed with this.

Lesley announced her own intention to stand down from IPIM by the 2027 AGM.

Action: - Andrea to include the above in the agendas for relevant future meetings.

Any other business

Andrea reported that the Legal Services Board was running a consultation on a proposed new policy for improving diversity in the sector. IP Inclusive had been invited to respond, which Andrea would do using input from appropriate groups both within and outside IP Inclusive.

Actions:

- Andrea to circulate the consultation document.
- ALL to let her know of issues they would like IP Inclusive to raise in its response.

Date of next meeting

Wednesday 4 March 2026, 4 pm, online.