



information
and records
management
society

Annual Report
& Accounts 2010

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From the chair

Matthew Stephenson · IRMS Chair · chair@irms.org.uk

It's been a funny old year would be my one sentence to describe the year as a whole.

I hope that you will want more than just a sentence to cover the activities of the Information and Records Management Society as we have a whole annual report for you!

This year has seen the continuation of austere times and at the time of writing more and more local authorities and other public sector organisations are tightening their belts and announcing redundancies. I appreciate that some of you reading this will be in the firing line. We have endeavoured this year to ensure that the Society is able to meet the demands that such a climate creates: we are giving you more bang for your buck, we are looking at areas to both reduce the costs and maximise the efficiency of the society and we are looking to increase the membership.

I will address these in reverse order. Increasing the membership of the Society is very important. It gives us more clout, it reduces our fixed costs as a proportion of our total income and it increases the number of people that members are likely to come into contact with at meetings, events, the Conference, etc. We are ever watchful of ways to increase membership and this year has seen a lot of groundwork in this area which will reap benefits in the future. We have appointed a number of Officers of the executive committee. Tom Devenish is looking at membership development which I hope speaks for itself, Alison North is looking at international development and developing a framework which will allow international Groups to become more easily affiliated with the Society and Karen Bullen is looking at the work of the Groups to ensure that they receive the support and assistance they need in order to provide the excellent service they provide to their members. Combined with this is an improved approach to marketing which has been spearheaded by Nicholas Cooper, our Marketing Director, who is

looking to appeal to new areas, and is developing our marketing materials and profile. His work is the beginning of what I will hope will increase our profile and increase membership as well as professionalising our look to members and non-members alike.

We have also very noticeably changed our name. This was not a light undertaking but after a lot of consultation and overwhelming support we made the proposal to the membership and I am pleased that something like 90% of those

And now I come to the most exciting bit, the additional services we are now able to provide. We have begun to configure a coordinated Web platform making the most of all the different channels we use.

who voted were in favour of the change. This will, I hope in time, lead to an increase in members from the constituency of people who have formerly shied away from membership because of the name, despite working alongside members, undertaking the same duties and often with the same job titles.

In terms of reducing our costs and maximising efficiency we have made significant strategic changes which will reduce the amount of money spent on backroom and behind the scenes aspects of the Society's work. We have renegotiated our print contract saving us over £6000 per year, we have moved to electronic voting which will mean that we need to post out fewer things to members but still keep in touch. In addition, our Treasurer has begun a process of increasing transparency in our financial arrangements which will lead to more visible Executive accountability and understanding of what we are spending. Furthermore, as a result of the good work initiated by Alison, the previous treasurer, we now have a single subscription date: 1 January. This has allowed us to more

readily identify those individuals who were still considered to be members of the Society but who were not actually paying their subscriptions. These people have now been removed from the system and as a result we have also written off the subscriptions we had previously, erroneously, anticipated. These improvements in financial management will enable the Society to be more resilient to the ongoing financial pressures we face and increase the likelihood that this year will see a return to the black.

And now I come to the most exciting bit, the additional services we are now able to provide. We have begun to configure a coordinated Web platform making the most of all the different channels we use. This work is being led by Nick Cooper, our Marketing Director with input from a number of people including Shona Dunning, Editorial Director and Meic Pierce Owen, Treasurer. At the forefront of this work is our new social networking presence: IRMSpace which was developed by Meic in the summer and is run by him and Shona. IRMSpace now has around 350 members and is a brilliant way of networking and sharing ideas.

I am also delighted to announce that we are now launching accreditation and welcome the submission of portfolios for assessment. Thanks to Diana Windsor Brown and her team who have made sure that the entire process is rigorous and fit for purpose. We are also working with a commercial organisation who approached us about working together to develop an information and records management e-learning tool. >>>>>

From the chair · *continued*

>>>> For those of you with an interest in it, we are undertaking a review of the LGCRS to see how we can ensure that this product is best taken forward.

Turning to Conference, this year's event sees both innovation in direction and a return to the tried and trusted in terms of venue. Despite the success of last year's conference, it was clear that the decision we made in 2008 to have a split venue to accommodate a larger number of delegates, made prior to the downturn in the economy, was unnecessary. For that reason and based on comments from delegates we have decided to return to the single venue for this year's conference. This year's conference sees a partnership with Benchmark Communications which has enabled us to reduce the financial risk of the conference as well as to improve the content and experience of the Conference for delegates and exhibitors alike as well as

reaching out to new markets. Many thanks to Benchmark and Rob Hutton our Conference Director in taking conference from an idea on a flip chart 8 months ago to reality, here in Brighton.

Finally, in terms of dealing with the challenges of the economic downturn, we have created some material which we hope will be useful in demonstrating the incredible business benefits that an information and records management professional can bring to an organisation – especially in hard times! This material is available on the Web site. Paul Duller, my predecessor and current Secretary, is fond of saying that 'it's not just filing' and he is right! We have an amazing skill set and through our activities, organisations can make real savings: we just need to be better at reminding people of this!

To close, I would like to give my thanks to

all who give their time and efforts so generously to the Society, to the Chairs and Officers of the Groups, to the new Officers I mentioned above, the Executive Committee and particular to David Bridge, the Vice Chair and Meic Pierce Owen, the Treasurer, who give me great support in my role as Chair. I'd also like to thank our service providers, Benchmark, Tribal, PK InPrint, Hargrave Design and Brainbox for their excellent work: to our sponsors, exhibitors and advertisers whose support enables us to do so much more than we otherwise could and most importantly to you our members who make this Society such a pleasure to be part of.

Best Wishes,



Matthew Stephenson
IRMS Chair 2009 - 2011

Executive Committee

Vice Chair's report

David Bridge · IRMS Vice Chair · vicechair@irms.org.uk

The role of the Vice Chair is unique on the Exec as it is the role with no specific functions.

I view my role as being to support colleagues in Exec and across the Society, sticking my nose in when it's asked for and sometimes when it's not.

A major function I serve is to deal with the many of the enquiries coming in to the Society from members and non-members alike. While this work may not be high profile it is very enjoyable and provision of accurate and timely information is important as it shows the Society in a good light

and encourages non-members to become members.

2010 was a busy year and I have represented IRMS at a number of external meetings including the meeting of the ISO 15489 subcommittee where I am now the

The provision of accurate and timely information is important as it shows the Society in a good light

official representative of the IRMS, and the launch of MoReq2010 in Brussels towards the end of the year.

I also attended a meeting organised in December by CILIP & Nicola Franklin, which brought a range of information professionals together to look at how organisations such as ourselves, CILIP etc, can provide a single authoritative voice for the sector where applicable, and work collaboratively where there is benefit in doing so. Almost a defragmentation meeting – but a joining of minds not a joining of organisations.



Treasurer's report



Meic Pierce Owen · IRMS Executive Treasurer · treasurer@irms.org.uk

2010 was my first year as IRMS treasurer. It was also a difficult year financially, as much for the Society as for its members in general. That said, 2010 was a year in which the Society was able to make steady progress on a number of fronts as well as beginning a process of financial reforms that should see us well-placed to move forward in the coming years. In this report, I shall briefly outline what has happened over the past year and also give my reasons for being cautiously optimistic about the future.

Before starting however, I would first like to pay tribute to my predecessor as Treasurer, Alison North, both for her hugely important work over a number of years in setting the Society on a secure financial footing and also for continuing to manage our day to day payment authorisations from last year's AGM up until the end of July while we waited for the Bank authorisations to be finalised.

So, how did we do in 2010? Well, at first glance, not very well at all. There is no way that an operating loss of £56,000 on the year is either good news or indeed sustainable. However, when you drill down into the figures and do this in conjunction with looking at the financial restructuring we have done over the past months, I believe that a more positive picture emerges.

The operating loss relates to three areas which are discussed in turn below.

Annual Conference: The reasons for staging last year's event as we did are discussed elsewhere. Looking to this year's conference and beyond from a financial perspective, the move to a joint-venture agreement for the staging of Conference has seen us acquire a significant increase in professional input at no up-front cost. It has also both reduced our exposure to risk and increased the potential of operating at a surplus, and this through improving the event rather than by looking to simply increase delegate fees.

Membership fees: 2010 was the first year when all membership fees became due in January. This important change, introduced by my predecessor, has not only given structure to our principal income stream, but it has also allowed us to take a fresh overview of the whole system. As a consequence of this, we have, for the first time, been able to take a coordinated approach to gently ensuring that fees are paid in a timely manner.

We have also been able to identify individuals and organisations who have chosen not to renew membership but who have remained within the system as well as identifying members who have joined but then who have not paid their fees. The process of removing these 'ghost members' from the system (along with the invoices relating to their unpaid fees) is now largely complete.

General operating costs: Allowing for the deficit on last year's Annual Conference and the weeding of 'ghost members', the Society operated at a modest deficit in 2010. As stated above, and indeed by my predecessor in last year's annual report, year on year losses are clearly unsustainable.

To start to address this, a process of reducing costs without reducing member benefits was begun in 2010. To date, the biggest gain in this area is an annual saving of over £6,000 in Bulletin print costs. Further potential savings are currently being explored and will be reported as they come on-stream.

Looking at what the Society is able to do in this cold economic climate, the Executive decided in June 2010 that it was important to continue to develop the work of the Society, but to do this in ways that were cost-effective and low cost. It was also agreed that dipping into our financial reserves in order to do this was also something that would be considered where necessary.

In this context, and in addition to our continuing work promoting the interests of our members and raising the profile of IRM in general, it is worth noting both the provision of an online voting system within

our website at a cost that sees the system pay for itself over the course of two 'votes' and the provision of IrmSPACE, our open to all discussion and networking website, at a development cost of £0 [sic] and with annual running costs of under £350!

Finally in terms of changes in 2010, new structures now see Executive members involved in all spending decisions and service contract agreements as well as allowing Executive members visibility of our day to day financial workings.

In this cold economic climate, the Executive decided to develop the work of the Society in ways that were cost-effective

The financial restructuring process started over the last year is, I believe, making us stronger for the future. When this is linked with likely membership growth as a result of both outreach and the introduction of accreditation and the possibilities of additional revenues from other income streams currently being explored, I believe that we have cause for optimism about the coming years.

I am however unfortunately not able to foretell the Future – would only that I could! Were I able to do so, I would simply put all our reserves on the appropriate nag at the 3-15 at Kempton Park and put my feet up! What I am able to do however is to work with the rest of the Executive to make the best decisions we are able with the information we have available.

Taking everything into account and looking ahead to the coming year, I am confident that, with continued prudence and hard work on our part, the annual financial report for 2011 will make for pleasurable reading.

Executive Secretary's report

Dr Paul Duller · IRMS Executive Secretary · executivesecretary@irms.org.uk

As Matt alluded to in his message from the Chair, it's been a funny old year for the Society, and this includes our membership numbers too. We have been working with Benchmark to weed out a number of 'ghost members' (e.g. members who have not renewed in past year or two but remained on our books). This has had a significant impact upon membership numbers and this year's financial performance and accounts (see report from Treasurer).

My assessment of the current membership figures shows that membership numbers passed the 1200 barrier in early 2010 and the number of new membership applications received continues to grow. Unfortunately, the rate of membership growth experienced by the Society in 2010 slowed in comparison with that of 2009. Despite the significant growth in the total number of new membership applications received during 2010 (174), a

corresponding increase in overall membership numbers was not recorded as over 122 individual members (16%) and 16 (4.5%) corporate members either cancelled their subscriptions or were removed from the membership list during the year (See Table 1 and 2). While some of these cancellations can be explained by individual members moving to corporate membership, the effects of the government spending cuts have already started to take their toll, with organisational rationalisation, downsizing, relocation and cost-cutting cited as some of the reasons for cancelled membership. The removal of 'ghost members' also contributed to this fall.

As such, this is the first year in the IRMS history that we have had to record a drop in the overall number of individual members (<2%), however, this has been compensated by an increase of 33 corporate members during the year (9.5%). At the end of 2010, IRMS membership now stands at 1204 (including 382 corporate members). International membership

continues to increase and encompasses over 20 different countries including: Australia, Botswana, Barbados, British Virgin Islands, Canada, China, Estonia, France, Germany, Ghana, Iceland, Italy, Israel, Jamaica, Malta, Netherlands, New Zealand, Nigeria, Portugal, South Africa, Sri Lanka, St Lucia; Switzerland, Trinidad & Tobago, United Arab Emirates and the USA (see Table 3).

While much of the back office work undertaken by the Secretariat tends to go unnoticed (particularly when all is going well) it is worth noting that Benchmark continue to provide first line support for all telephone calls, enquiries, LGCRS access requests, mailshots, adverts and Web site advertising. Second line support is provided by myself and other members of the Executive. I would like to thank all of the Secretariat staff for all their hard work and support during the year. In particular, special thanks go to Carol Selby, Rod Allison and Cassie Gilmour, Catherine Coulter, Rebecca Curry, Olivia Cooney and Joanne Leonard.

Table 1: IRMS Membership Variations
(January-December 2010)

	Jan-10	Dec-10	+/-
Individual	745	731	-14
Corporate	349	382	33
Bulletin	28	26	-2
Honorary	15	18	3
Retired	5	4	-1
Student	25	30	5
Subscription	11	13	2
Total	1178	1204	26

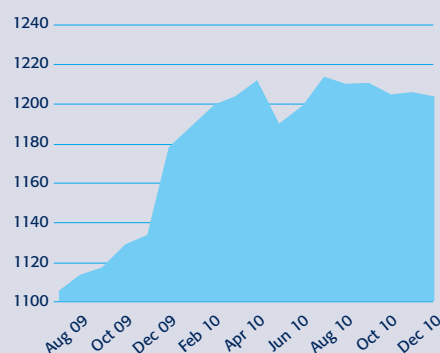
Table 2: New and Departing Members
(January-December 2010)

	Jan-10	Dec-10	+/-
Individual	108	122	-14
Corporate	49	16	33
Bulletin	0	2	-2
Honorary	3	0	3
Retired	0	1	-1
Student	12	7	5
Subscription	2	0	2
Total	174	148	26

Table 3: Breakdown of Members by Country (current)

Country/Region	No.
UK	1010
Ireland	34
Northern Ireland	28
Europe ¹	40
Rest of World ²	43
Total	1155

1) European Members Switzerland, Netherlands, France, Iceland, Germany, Estonia, Malta, Italy, Portugal. 2) Rest of World covers members Australia, Botswana, Barbados, British Virgin Islands, Canada, China, Ghana, Iceland, Israel, Jamaica, Malta, New Zealand, Nigeria, South Africa, Sri Lanka, St Lucia, Switzerland, Trinidad & Tobago; United Arab Emirates and the USA.



Editorial

Having watched the Executive (as they were at the time) from afar for many years I decided it was about time to jump on board the good ship IRMS and give something back to the Society. I started as the Interim Editorial Director on 7 April and was then elected to Editorial Director on 3 August 2010.

The first few months were full of introductions and familiarisation with rest of the Exec committee and getting to see how everything works inside the IRMS. Since then there have been many challenges and tasks thrown my way, some little ones, some not so little ones! Among the more significant ones were the development, testing, launch and



Membership Development

Tom Devenish · Membership Development Officer · membershipdevelopment@irms.org.uk

I was appointed as the IRMS's Officer for responsibility for Membership Development by the Executive in April 2010. Since then, many of you will have seen me at events in the past year tucking in the odd leaflet into delegate packs, and leaving the odd Bulletin here and there! My role is essentially to ensure the Society's membership reflects the changing landscape of information and records management, to help development membership in both traditional and new sectors and generally to improve member benefits and the membership experience.

Last Conference the Society undertook one of the largest constitutional changes in its history by changing its name. It did this in order to recognise developments that have taken place over the past few years in terms of the

development of information services. Over the past year I have been working with the Executive to reach out to all those in the information services sector by participating in existing professional networks and promoting the IRMS. Indeed a look at IRMSpace shows a huge cross section of Information disciplines now involved in the Society. In addition, the Executive has begun supporting attempts to grow membership in new areas in both the public and private sectors.

In the public sector, I am working to attract membership in the education and health sectors. Over the next few months I will be working with a flagship academy and independent schools to establish a membership of value to them. I am also working with members in the Executive to developing new incentives in attracting a greater private sector membership, including

banking, pharmaceutical, oil, gas and legal services. The Executive has worked hard to increase the value of membership. Over the next year members can look forward to increased professional benefits such as the introduction of the new professional accreditation scheme as well as the development of new Groups, increased online resources, opportunities to take part in pioneering IRMS projects. Overall the Society continues to offers ever-expanding excellent professional networking opportunities, which will be greatly enriched as the occupational diversity of membership continues to increase.

I am very excited to be undertaking this role, and look forward to meeting many of you as develop these ideas in the coming year. Meanwhile, if you have any ideas, either catch me at Conference, or e-mail me directly.



Shona Dunning · Editorial Director · editorial@irms.org.uk

general use of the online voting facility – the pinnacle of which was the online vote regarding our name change from the Records Management Society to the Information and Records Management Society.

As a result of the name change a large amount of re-branding happened on the Web site, not least to mention to change over of our URL to <www.irms.org.uk>. A few other improvements have been made to the Web site – the addition of news boxes on the homepage and the ability to add information about the various consultations taking place on subjects such as MoReq2010. Some of the plans for next year include a revamp and tidy up of the Groups pages and some work on making the site easier to navigate through

and to be able to put your mouse straight on the thing you are looking for!

This year has also seen the IRMS push forward in the social media realm – we have launched IRMSpace and have over 360 members from around the world. I am glad to say that IRMSpace is thriving with lots of discussion and idea sharing taking place throughout. We have also mapped our various other social media channels – LinkedIn, Twitter, Wikipedia etc. Next year will see the IRMS make much more use of these – so keep an eye out!

Even though we have been paying a lot of attention to our online offering we have not forgotten about our beloved Bulletin. The Bulletin now has a new ISSN number and we have made significant saving on

productions costs. This year has seen the publication of the 2010 New Professionals Award entries and we will hopefully continue this with the publication of the 2011 NPA entries.

My first year as Editorial Director has been great fun, but also challenging and engaging. In addition to the Executive team, I have had the honour of working with some fantastic people: Bulletin Editor Jamie Burton of Tribal, Production Editors Paul Duller of Tribal and Roy Webb of Hargrave Design, Carol Selby at Benchmark and Gary Straughan of Brainbox. I wish to pass on my gratitude to all of them for all their help over the past year and for putting up with the newbie. Without their help and hard work the Web site and Bulletin wouldn't be worth mentioning.

Training and Development

Diana Windsor Brown · Training and Development Director · training@irms.org.uk

Accreditation

This year has been quite frustrating for the Accreditation sub-committee as it re-drafted, refined and again re-drafted versions of the accreditation application questionnaire, to take into account feedback from our hardworking validators. Nevertheless we continued to improve our model and the third version of the accreditation questionnaire was approved for use at the end of October 2010.

This timescale reflects just how hard this process has been to define and make it as fair and far-reaching as possible, whilst reflecting the extended (and indeed extending) number of disciplines encompassed by the IRMS. The core theme of offering Accredited Membership in recognition of sound competency within the diverse field of information and records management has been that any of our members

Members should feel that, with experience and mentoring, they could aspire to becoming accredited

should feel that, with the appropriate experience and mentoring, they could aspire to becoming accredited. This would then address the situation of exclusivity within other similar societies, where the minimum requirement for formal qualifications has barred highly experienced practitioners from gaining peer recognition.

The IRMS Accreditation process fulfils all of the original intentions of the Accreditation Model in that it should be:

- **Inclusive** – to reflect the wide experience of members
- **Realistic** – to manage and in terms of the time scales involved
- **Affordable** – for both members and the IRMS itself

- **Manageable** – for current membership numbers
- **Achievable** – for both members and the IRMS
- **Sustainable** – for the future, allowing growth and development

Work is continuing to prepare the application form for online processing, ensuring that it is straightforward and supported by sufficient guidance and FAQs, and develop the marking system. Meanwhile, the sub-committee are completing their own applications and the process has also been opened up to include the members of the Executive.



Conference

Rob Hutton · Conference Director
conference@irms.org.uk

It only seems like a short while since last year's Conference which was held in Manchester, but as it was held in March 2010 it is probably one of the longest gaps we have seen between Conferences. Last year's event was a change of style and venue. Overall it was successful and maintained the high standard of previous events. There was a lot of positive feedback on the style of the event and as such it is a model we hope to look at for a future events. There were a few minor niggles that we have taken on board and hopefully learnt from.

The past year has been a very busy one. I have to agree with my predecessor's last report when she said that organising a national Conference was no mean feat. When I took up the role as Conference Director, I did so with the knowledge that there has been a rapid turn over of people in this position over the past few years. As such I did not want to suffer burn out, not least because I also have to manage a day job. So I looked at how the role worked and before agreeing to stand I was given assurances that the rest of the Executive Committee would

Those who first become accredited will then form the pool of people who will then, with further guidance, be asked to act as assessors when the scheme is opened up to membership.

Training

We now have plans in place to dramatically improve the IRMS training portfolio in 2011. Following the AGM, Paul Duller will be taking on the role of Accreditation and Development Director and will be taking the lead in introducing a broad range of site visits/field trips, and the development of innovative, CPD accredited, records management e-learning packages. More details will be available shortly on the IRMS website.

pitch-in and play their part in helping to deliver the flagship event of the Society, 'IRMS expects... etcetera'.

The biggest change that has occurred since last year was the agreement that the Society has signed with Benchmark Communications, which gives them a vested interest in ensuring that we deliver a successful Conference. It has also given me a chance to focus on all the key elements of the Conference without worrying about the day-to-day admin required in organising such an event.

The first issue that confronted Executive was to decide if we should have a Conference in 2011. The reason for this was the economic climate and knowing that recent Conferences have been very much dominated by public sector professionals and that they would be hard pushed to get the funds together for this event. Although, at the time it was pre-election and we really did not know how swingeing these cuts would be, and just how much the public sector would be battering down the hatches. It was a very hard decision that was not taken lightly but the Executive felt that on balance it would probably do



Marketing Director's report

Nicholas Cooper · IRMS Marketing Director · marketing@irms.org.uk

The last year has involved juggling the promotion of the Society and steering the name change. Adding two words to the name, whilst highly significant to the image of the profession and direction of the Society, has ramifications that touches every area of the Society. Logo, mission statement, 'strap line', stationary, legal documents, bank accounts, Web site, social media, and banners. Whilst this is not an exhaustive list such a name change shines a light in every corner, and generates a debate on how we present ourselves. As the Executive often operate remotely, decisions via emails on the page position of the livery often resembled something from The Golden Shot (I recall the repeats).

Another element of the name change was the logo itself. Should this be changed? Indeed it became apparent just how many organisations have a similar theme – and often in similar colours, which caused us to consider why the Society chose that logo in the first place – and confirm our registration and legal rights to 'the brand'.

In our preparations to undertaking the vote of members the change the question of timing was raised – particularly in the present economic climate. History shows there is no better time to rebrand, as budgets are cut it is easier to gain attention as other organisations 'hole up' to weather the storm.

A relationship with the press is developing along with greater use of social media. Social networking has begun to evolve into a business marketing tool and the Society needs to use this as a low cost channel to raise our profile and develop the membership.

Through the year we have continued our support of information and records related events run by organisations such as UNICOM and Capita. Going forward we are considering the promotion of IRMS seminars and webinars, in conjunction with the regional and special interest Groups where appropriate, for the Society to reach a wider audience. Finally, we are looking to reach out to the student population attending information and records management related courses.

more harm than good to the Society not to have a Conference in 2011. It was also clear that the model of financing the Conference had to change so 2011 would be very much a consolidation and the beginning of taking the Conference forward in the future.

Once the decision had been made to hold a Conference we had to find a suitable venue that could deliver a reasonably priced event and Brighton proved to be the best value for money of all the venues we had the choice of, although this does mean returning to the traditional format of hotel and event being combined in a single venue. This was based upon both feed back from last year's event and a need to consolidate given the current financial climate.

I decided early on that we would need to look at just who we were targeting as delegates. Previously we have concentrated on just information and records managers and had not really targeted parallel professions such as IT and legal professionals, who information managers interact with on a daily basis. The private sector was also seen as a major target given the weakened state of the public sector.

As always, we have taken into account of comments from both vendors and delegates from last year's Conference. We have therefore tried not to overload the delegates with choice of too many sessions, and include the vendors as much as possible, after all they also work in the profession and without them there would be no Conference.

I also made sure that we started contacting potential speakers almost immediately after the 2010 Conference had concluded. This was so we could ensure that we knew that we could not only get some good speakers but start the marketing as early as possible. Although this did not quite go as smoothly as we had planned, we had the programme pretty much finalised by December, this has given us time to concentrate on all the logistics. I think that we have an extremely strong line up for 2011 with some very good high profile speakers which should make for a great Conference.

I would like to take this opportunity to thank both my fellow members of Society for their continued support of the Conference, my colleagues on the Executive who have

provided just the support required to deliver this year's event and all the staff at Benchmark Communications, especially Kirsty Douglass whose tireless chasing and badgering has kept both me and the Conference on track.

Next year and beyond – the economic climate this year has been tougher than anyone had imagined, impacting on all aspects of the profession, and it is not likely to get any easier. It is my view that our profession is one that can help deliver those efficiency savings that both the public and private sectors are looking for and like it or not we are living in the information age and that has only got to be good for the profession as a whole. I want to ensure that the future Conferences tap into this and also the growing impact of technology on our profession.

At the time of writing I fully intend to continue on in this post for at least the next year. So if you have any feedback, comments suggestions or ideas for future Conferences please do let me know, you are members are the Society and I want to make sure that we deliver an event that meets your requirements and expectations.

IRMS Scotland

Jayne Tierney · Chair · IRMS Scotland
scotland@irms.org.uk

2010 has been another busy year for the Scottish Group. This year we met twice in Edinburgh, and once in Falkirk. We had on average between 25 to 50 attendees over these meetings, with a hard core of regular attendees. Like other Groups it always depends on the subject matter of the event that drives the attendance numbers. The attendance at the AGM in October 2010 was disappointing, but the committee felt that this was due to time/cost constraints but maybe more relevant, it was the October school holiday week in Scotland!!

The themes for our meetings have ranged from data protection and legal compliance in March 2010 to retention schedule development and implementation in June 2010. It was during the latter meeting that the

Scottish Council on Archives Record Retention Schedule (SCARRS) project was explained and the Scottish Council of Archives SLA Generic Records Retention Schedule was launched <www.scoarch.org.uk> and also the horrors and complexity of the Prescription and Limitation (Scotland) Act was explained to us in an easy (??) to understand format. We finished the year on a light hearted note (but still with a serious message) with a theme of "horror stories and happy endings".

We ensured all our speakers gave us permission to load their presentation onto the Scotland Group Mailtalk and they were made available to all members, so no-one lost out. Event feedback was mainly positive and suggestions for future themes were taken on board by the current committee.

I would like to express my thanks to all the speakers who gave their time free of charge throughout the year. Legal presentations, Brodies LLP; Heather Jack and Claire Johnson (SCARRS project); Public Records Bill (Scotland) team, National Archives of Scotland; Glasgow Area Disaster Planning

Network; and last but not least, UK ICO Assistant Commissioner for Scotland.

Thanks to our sponsors during 2010: ActNow Training, CADmeleon, and Clarity Information Solutions. Without them we would have had to go hungry!! I would also like to give my thanks to those Group members who offered the venues for our events, Historic Scotland (Edinburgh), Falkirk Council and the Scottish Parliament, without their generous support our events may not have taken place. Finally, I would like to thank the members of the IRMS Scotland committee for all their input to our meetings throughout the year. I wouldn't have been able to do it without you.

2011 is already very challenging and for the first that I can remember we do not have a sponsor for our first event of the year and we will be approaching the IRMS through Benchmark to help us with our costs. Our sponsors over the years have enabled us to hold at least three if not four meetings a year, but in this economic climate we will have to wait and see...

IRMS Ireland

Dorothy Quinn · Chair · Ireland Group
ireland@irms.org.uk

The Ireland Group is committed to working in partnership with sister organisations to provide a forum where all involved in information and records management can meet to share ideas, experience and best practice. This approach has proved to be particularly valuable in the current economic climate and has contributed greatly to the success of the events organised by the Group in 2010.

'Records Management: The Tools, The Trade' was the theme of a Conference, jointly organised by the Ireland Group and the Public Record Office of Northern Ireland (PRONI), held on 11 March 2010 at the Lagan Valley Island Centre, Lisburn. The 150 delegates heard informative and thought-provoking presentations from thirteen leading practitioners from Great Britain and Ireland. The programme covered a wide variety of topics, ranging from information audits to the legal admissibility of electronic records and from digital preservation to freedom of information. Undoubtedly this was the premier records management Conference held in Ireland during 2010 and the Group could not have undertaken an event on this scale without the support of PRONI.

The Ireland Group continued to work in close partnership with the Archives and Records Association, Ireland. A very successful joint training seminar for members of both societies, generously sponsored by Equiniti ICS Ltd, was held in the Irish Architectural Archive, Dublin, on 25 August 2010. The topic explored was 'Ensuring Future Access to Information'. Well-tailored presentations focusing on digital preservation and the new ISO 15489 from experienced practitioners, including Ian Fleming, PRONI and Zoe Smyth, Department of Justice NI, prompted lively discussion amongst the 40 delegates in attendance.

The Group's final meeting of the year, sponsored by Archives Consulting Services,

IRMS North of England

Lee Gardiner · Chair · North of England Group · <north@irms.org.uk>

It has always been the intention of the IRMS Northern Group Committee to hold meetings every quarter. However, in the current climate many of us have had to focus our attentions closer to home. Likewise, we are very aware that IRMS members are finding it increasingly difficult to justify time away from the office.

It was with this background that we set out to make our only northern event of the year of real value to our members. Our chosen subject was information sharing. A strong foundation was laid by Lynn Shackley, Data Protection Manager from the Information Commissioner's Office. As you would expect Lynn is an expert in her field but most importantly a great communicator who understood the real world we work in and provided sensible practical advice on dealing with the many obstacles that stand in a records manager's way.

We were most grateful to Paul Duller for volunteering his services. Paul, quite correctly, stressed that whilst the benefits of data sharing were numerous, it was even more important that that data was of the highest quality. With his usual injection of humour Paul offered some sensible advice on achieving those aims. We often call for Group members to make a contribution by speaking about their real life experiences but few put their hands up. Richard Birmingham from Leeds PCT was an exception and provided us with guidance on the information management procedures put in place by the PCT. I think Richard proved that standing up in front of your colleagues can actually be quite a rewarding experience.

It was important to cover the legal implications of information sharing and our thanks go to the Newcastle Law Society who found us Judy Baker from Ward Hadway. The legal issues are numerous and complex but Judy covered the basics and made herself available to

respond to member's specific issues. She will no doubt become a useful contact for all our members.

As always we also found time for each member to say a few words about their work and any issues arising. This has become an increasingly useful exercise at our meetings as it enables members to quickly identify others who have shared experiences and make useful contacts. Our sponsor was Railex (Filing) Ltd. Thanks to them for their continued support.

We had planned to hold a meeting in early December but due to low delegate numbers the meeting was postponed until February 2011. As stated earlier, these meetings take considerable resource to organise but the opportunity to meet fellow records managers and improve our knowledge base is of real value and must be continued. We would welcome suggestions from our members regarding temporarily "downsizing" whilst budgets tighten, without losing the essence of what are very constructive meetings. We also welcome any offers of sponsorship and venues and also any ideas for future meeting topics.

was held in the Dublin City Library and Archive on 25 November. Leading professionals from a variety of sectors discussed the challenges facing organisations and offered practical solutions based on best practice. Approximately 50 delegates attended, including Matthew Stephenson, IRMS Chair, and Meic Pierce Owen, Executive Treasurer. At the conclusion of this event, the Ireland Group held its Annual General Meeting. As Robert Corbett and Sarah Hayes had previously indicated their decision to stand down as Chair and Secretary of the Group respectively, Dorothy Quinn and Claire Graham were elected to these posts. In addition, a number of new members were elected to the Group's Executive Committee.

IRMS South West England

Shona Dunning · Acting Chair
IRMS South West · southwest@irms.org.uk

Our only meeting during this last year was on 2 August 2010 held at the Bristol Record Office. The day was kindly sponsored by Iron Mountain. The day kicked off with the usual coffee and catch up and then was followed by a presentation by Iron Mountain on the services and facilities they provide. After a short break Shona Dunning, Records Manager at Bristol City Council, gave a frank and honest presentation on the storage situation at BCC under the banner of "Ship Shape and Bristol Fashion". Kid Sadler, of

1212 Consulting Limited, then took the floor to give a presentation called "What's in your Freezer? (aka Records Management in a Secure Environment)" and tell us about her experiences at Bedfordshire Police and show us a short video. We then concluded the day with a discussion and plea for volunteers to help run the Group and organise more meetings – if you can help in any way please contact me at the above address.

In June 2010 sadly Chris Tinsley stepped down from the role of Chair. Past and present members of the South West Group would like to thank Chris for his continued hard work, enthusiasm and humour throughout his time as Chair. Shona Dunning is continuing as Secretary/Treasurer and is currently Acting Chair.

Groups

IRMS London

Jenny Godfrey · Chair · London Group
london@irms.org.uk

The London Group met three times in 2011; these meetings had the following themes:

- 11 May: Managing retention in the 21st century. Over 40 of us got together to discuss and question a panel of records management practitioners and consultants about this topic. The panel's experience spanned both the public and the private sectors, and included Alison North of the Genuine Group and Zoe Rowland of the London Borough of Hackney. The meeting was kindly facilitated and sponsored by British Land.

- 14 September: Digital continuity. We had another well attended meeting to discuss the issues surrounding continued access to electronic information. We were joined by Mark Merrifield from the Digital Continuity Team at The National Archives to talk about this issue, and by Martin Tucker, Head of Corporate Records at the Foreign and Commonwealth Office to talk about the FCO's long-running archive system and the challenges faced in maintaining an older system. Again, the meeting was kindly facilitated and sponsored by British Land.

- 15 November: information and records management in an international setting. A well attended session again, we met at the British Council to discuss the management of information amongst international organisations. Elena Psarra and Duncan Hartwig from the British Council gave a presentation on 'getting the message across: information

management in an international organisation' and Roger Poole from Barclays Capital spoke about 'the challenges of records management in an international setting'. The catering for this meeting was funded through the IRMS.

An active meeting schedule is planned for 2011 and we are keen to hear from anyone interested in supporting any aspect of the Group activities or committee work.

IRMS Wales

Stuart Martinson · Chair · Wales Group
wales@irms.org.uk

The Wales area has had a busy year with meetings held in both North and South Wales. Many thanks to all those who hosted the meetings, Vale of Glamorgan Council, Fflint Council, Glamorgan Archives, Conwy County Borough Council and lastly DVLA.

The readiness of Wales members to host the meetings has greatly helped the organisation of the split North and South meetings. Finally we were able to arrange an all-Wales meeting at Powys council headquarters in Llandrindod Wells at the end of November after an abortive attempt to schedule one in the summer.

The day went very well with two first-class speakers, Anne Jones (Assistant Information Commissioner for Wales) and Kirsten Glenwright from Objective. Both gave very interesting talks, Anne giving us a full explanation of the ICO's new powers and Kirsten on how they are installing an EDRMS at the Welsh Assembly. Unfortunately our Vice Chair David Bridge was unable to attend as hoped but he did provide the meeting with a written update from the executive on IRMS accreditation and MoReq.

For 2011 we will run a series of split North and South meetings with a combined one at some point at a venue agreeable to all, dates and venues to be announced.

I would like to extend my thanks to the Wales IRMS (WERIM) members for their support throughout 2010 through their attendance at meetings, feedback via email and hosting meetings.

IRMS Midlands

Mark Goddard · Chair · IRMS Midlands
midland@irms.org.uk

2010 was another productive year for the Midlands Group. There was appreciation for the work and commitment shown by the outgoing committee, particularly the former Chair Lawrence Rodgers. The appointment of a revised committee and new Chair was followed by a well attended and interesting meeting themed on 'Risky records – records management and organisational risk' in central Birmingham, including some excellent talks by some keynote speakers.

Going forwards, the Group have agreed to meet quarterly, excepting a break for the national IRMS Conference, and colleagues from other geographical and functional Groups are invited to join the Midlands Group meetings. The Chair's objectives for the Midlands Group in 2011 are to continue to have high quality regular meetings that are well attended, encourage greater interaction between Group members between these meetings particularly using the mailing lists, and also to encourage greater reciprocal exchange of ideas with other Groups.



International Groups

Alison North · International Officer · international@irms.org.uk

I have had a busy year reviewing our international strategy; liaising with our American friends at ARMA at their annual Conference in San Francisco; talking to our new Groups in Africa; establishing a Group in the Czech Republic; and visiting the United Arab Emirates where I found a number of records managers that were interested in establishing a Group. ARMA is working hard in Europe to gain members and provide records management support and I believe we should be talking to them about joint projects; meetings; and, events.

We have always had a number of international members but this year has been interesting with a number of countries looking to start up their own Groups. Dealing with diverse cultures and languages as well as internal country legislation on registering Groups and paying dues outside of their own domain brings with it challenges and I have spent time on trying to establish whether or not the regional Groups model,

Dealing with diverse cultures and languages as well as internal country legislation on registering Groups brings with it challenges

that we have for the UK, will be able to be copied for the international Groups.

The UK is mature in its IRM profession but in many countries in areas such as Africa and Eastern Europe the profession is relatively new and the IRMS Groups are focused on bringing educational programmes, accreditation and certification with ISO standards into the framework of their Groups. The benefit of being affiliated to the UK IRMS is that these countries new to IRMS can look to us to assist them with developing their skills and providing support as they develop their national IRMS programmes. We must be open-minded to this and look at new ways that we can help our friends abroad. The UK IRMS can benefit greatly by interacting and helping these Groups to flourish and grow. We will gain financially with an influx of membership dues but more than that we will gain in knowledge and broaden our understanding of the purpose of records management delivered in other places.

Unlike the UK where current members band together to create a regional or special interest Group, the international Groups may be formed by one or two individuals who then approach the IRMS to create the Group before members join it. Once the Group is established they then market the IRMS and the membership grows.

Methods for the payment of dues and the

Countries new to IRMS can look to us to assist them with developing their national IRMS programmes

provision of a budget for each Group are under review. Obviously we have an immediate currency problem; not all new members have credit cards or find it easy to pay a UK invoice. Providing a budget and returning money to the country after having received it may look a little 'dodgy' so we have to be very careful how the financial process is set up. I am currently developing strategy and policy to handle these processes, completely transparent of course.

We now have three international Groups: Ghana, Nigeria, and the Czech Republic. Not forgetting, of course, that our Irish Group, whilst not an international Group, does join forces with Eire members for its meetings. Ghana is the most mature international Group and Frank Boris-Hemans has submitted his first report below.

Finally, to all international members, please do keep in touch with me I really do want to know how you are doing and what you would like to see the IRMS developing in the future.

Ghana

Frank Boris-Hemans · Chair · IRMS Ghana · ghana@irms.org.uk

The latest news from Ghana is that the IRMS Ghana Group has finally been registered in Ghana (by the Register-General's department) as a local Group representing the IRMS in the UK. This certificate was necessary to enable us to legally operate and run RM educational programme and other

consultancy work for professional members in Ghana. The rationale was to support practicing professionals, build their confidence and among others attract bright entrants into the profession. This was what members were demanding in our last meeting. Now we have the registration, we are about to reconstitute the Group and ensure that fees are paid. Most of the interested members on my listserv have not made a single payment yet for their annual dues, and as the

leadership of IRMS Ghana has resolved to work with paid-up members only, we expect a lively debate on this at our next meeting in February 2011. It is good to know that IRMS has begun a major International initiative to encourage the formation of more regional Groups. For our part, we will keep you posted with news and views from Ghana on a regular basis.



International Groups

Czech Republic

Tomaš Bezosuka · Chair · IRMS Czech Republic · czech@irms.org.uk

The Czech Republic Group (CRG) has been very active since its creation in December 2010. It is introducing a process of accreditation for Czech Records Managers in line with a government initiative to ensure that organisations are certified against ISO15489. It has called upon the UK IRMS to assist it with the development of the accreditation programme for trainers in records management. To date nine organisations have joined the IRMS CRG with an estimated 60 other potential members lined up to join in the first quarter of 2011. The IRMS CRG plan to launch a Web site in Czech in January 2011 <www.irms-crg.cz> and plan to hold its first annual Conference on Records Management in Prague in October 2011.

To date nine organisations have joined the IRMS CRG with an estimated 60 other potential members lined up to join

Nigeria

Ozo-Onyali Ifeanyi Edward
Chair · IRMS Nigeria
nigeria@irms.org.uk

The IRMS Nigeria Group was formed in 2010 and plans to hold monthly meetings in Ikeja (Lagos State) every last Saturday of the month.

Public Sector

Elizabeth Barber · Chair · Public Sector Group · public-sector@irms.org.uk

2010 has been another busy year for the Public Sector Group. This year the Group met twice in London, and once in Nottingham. There has been much discussion over the last two years as the financial situation across the public sector has become more difficult, as to where the Group should meet to ensure that the Group is available to as many members as possible. It has been decided to run an identical agenda (or as identical as we can) in two venues, one in London and one north of London. Deborah Wilson (Driving Standards Agency) has taken responsibility for the out of London meeting. The first meeting in Nottingham took place in November. There are currently discussions under way about the possibility of the regional Groups hosting the Public Sector Group periodically.

A total of 107 delegates from 81 different organisations attended across the three meetings. As always there is a core of regular attendees together with those who attend the meeting because the subject is of interest to them. 85% of the attendees at the meetings are members of the IRMS. Attendance at the Group has been affected by financial constraints on travel.

The subjects covered across the meetings have covered the diverse issues which public sector records managers find themselves facing. In April the meeting was focussed on retention schedules (including an introduction to the LGCRS), performance indicators and planning for out storage of physical

records. This meeting took the format of presentations and discussions. The format worked well and the feedback from the sessions can be found on the IRMS Web site. July and November's meetings looked at information assurance including presentations on protective marking, information assurance in central government and a case study about managing protectively marked material.

I would like to express my thanks to Carol Selby at Benchmark Communications for all her work to get the information on to the Web site and for the support that Benchmark give to the Group. I would also like to thank our sponsors, TNT Business Solutions, Recall and Diagonal without them we would be able to have fewer meetings of the Group. Last but not least, I would also like to thank the IRMS Executive for the support they have given to the Group over the year.

Finally, I would like to thank the members of the Group for all their input to the varying subjects and for helping to create the documents which make the Public Sector Group a very productive Group. Without the participation and feedback from the delegates, the Group would not be as dynamic as it is.

The themes for the meetings in 2011 are Records Management in an Electronic Age (18 May London, 26 May Nottingham) and Long Term Digital Preservation (12 October London, 19 October tbc Nottingham). For further information please contact either Elizabeth Barber or Deborah Wilson.

A total of 107 delegates from 81 different organisations attended across the three meetings. As always there is a core of regular attendees together with those who attend the meeting because the subject is of interest to them.

Financial Services

Glyn Evans · Chair · Financial Services Group · financial@irms.org.uk

The IRMS Financial Services Group was founded in September 2010 following collaboration with the existing Financial Services Records Management Forum. The inaugural meeting of the forum as an IRMS Group was held at the Bank of England on 9 December 2010 where the Bank's EDRMS implementation was demonstrated to the Group's members.

Barclays Wealth provided an engaging overview of their Data Privacy strategy which was well received by attendees

Prior to forming an IRMS Group the forum held a regular programme of meetings and presentations on a range of diverse and interesting topics from a general professional and sector specific perspective. These meetings included a session with ISO representatives to understand the proposed changes to the ISO Standard which was subsequently linked to a presentation from the BSI to determine how the forum could provide feedback to the proposed changes and included several members of the forum sitting on the BSI review panel. Barclays Wealth provided an engaging overview of their Data Privacy strategy which was well received by attendees. A regular fixture on the forum's agenda are discussions under Chatham House Rule on topics chosen by the members and this year has seen a lot of debate on the different approaches each institution takes to their approach on different aspects of records management.

The key to our forum's success has been the ability of its members to discuss the issues that are challenging them

In 2011 there is an excellent opportunity for the forum to fully establish its relationship with the IRMS as a formal Group, leveraging the expertise and professional network of the IRMS to facilitate cross sector collaboration. The key to our forum's success has been the ability of its members to discuss the issues that are challenging them in a cooperative and supportive environment and are hopeful that the wider membership of the IRMS will increase these opportunities going forward.

Email Directory

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Appendix

Meic Pierce Owen · IRMS Executive Treasurer · treasurer@irms.org.uk

Information and Records Management Society

Income and Expenditure Account for the Year Ended 31st December 2010

	2010	2009	2008	2007	2006
	£	£	£	£	£
INCOME					
Subscriptions	90,317	112,288	134,732	113,489	103,770
Sponsorship, advertising and meetings	198,320	192,746	262,669	197,203	194,278
Interest received	40	131	2,128	1,428	1,649
Other income	2,859	2,042	290	-	-
	<u>291,536</u>	<u>307,207</u>	<u>399,819</u>	<u>312,120</u>	<u>299,697</u>
EXPENDITURE					
Administration and office equipment	49,092	51,833	35,815	56,414	33,696
Bulletins and newsletters	53,246	64,423	51,274	61,683	44,722
Mailshots	450	2,753	3,233	7,520	9,177
Postage	3,518	5,922	5,687	13,044	15,318
Stationery	1,620	1,863	789	872	526
Other publications	-	-	-	3,473	3,560
Officers expenses	4,559	648	692	-	1,122
IMC Ltd Consultant / Projects	-	-	-	1,749	8,758
Accountancy fee	1,200	1,440	1,113	1,150	950
Bank charges	1,079	868	1,769	1,779	1,438
Subscriptions	-	-	-	18	55
Meetings	1,743	1,369	497	1,405	1,273
Annual conference	217,588	191,876	194,744	164,451	128,495
Exhibitions	-	-	737	738	2,477
Advertisements	-	-	1,366	459	5,781
Website	10,843	11,698	7,529	17,728	21,405
Travelling and accomodation costs	-	-	-	-	-
Insurance	34	1,658	5,745	2,359	2,537
Legal fees	35	90	3,840	70	316
Accreditation Scheme	-	-	-	3,000	-
Miscellaneous expenses	3,026	988	222	-	561
	<u>348,033</u>	<u>337,429</u>	<u>315,052</u>	<u>337,912</u>	<u>282,170</u>
(DEFICIT)/SURPLUS BEFORE TAXATION	(56,497)	(30,222)	84,767	(25,792)	17,527
Taxation	8	27	442	280	239
(DEFICIT)/SURPLUS FOR THE YEAR	<u>(56,505)</u>	<u>(30,249)</u>	<u>84,325</u>	<u>(26,072)</u>	<u>17,288</u>

It is anticipated that the Society will be liable to Corporation Tax on bank interest received and provision has been made.

Accounts

For The Year Ended 31st December 2010

Information and Records Management Society

Balance Sheet as at 31st December 2010

	2010	2009	2008	2007	2006
	£	£	£	£	£
CURRENT ASSETS					
Total invoices owing	66,664	161,302	107,208	47,326	17,505
VAT repayable	8,018	5,351	-	-	2,144
Prepayments	9,777	59,673	460	15,490	5,101
Cash at Bank and on Deposit	64,475	84,497	164,369	84,151	93,638
	<u>148,934</u>	<u>310,823</u>	<u>272,037</u>	<u>146,967</u>	<u>118,389</u>
CURRENT LIABILITIES					
Creditors and Accruals	63,754	168,394	94,638	54,525	4,477
VAT payable	-	-	4,748	4,323	-
Taxation	8	752	725	519	239
	<u>63,762</u>	<u>169,146</u>	<u>100,111</u>	<u>59,366</u>	<u>4,716</u>
NET ASSETS	<u>£85,172</u>	<u>£141,677</u>	<u>£171,926</u>	<u>£87,601</u>	<u>£113,673</u>
GENERAL FUND					
At 1st January 2010	141,677	171,926	87,601	113,673	96,385
(Deficit)/Surplus in the year	(56,505)	(30,249)	84,325	(26,073)	17,288
As at 31st December 2010	<u>£85,172</u>	<u>£141,677</u>	<u>£171,926</u>	<u>£87,601</u>	<u>£113,673</u>

I approve these accounts and confirm that all relevant records and information for their preparation have been made available via Benchmark Communications Limited.



Meic Pierce Owen

Date: 27 February 2011

ACCOUNTANTS REPORT

We have prepared the accounts for the year ended 31st December 2010 from the records supplied to us. A review of the accounts has been undertaken but no formal audit procedure has been applied.

Abacus 449 Limited, 19 Briar Mews, Blackhill, Consell, County Durham DH8 0AT

IRMS Executive Committee



Matthew Stephenson, Chairman, is Head of Information Governance at the University of Salford. A former Chair of the HE and FE Records Management and Information Compliance Group, Matthew lives Yorkshire and enjoys the odd pint, socialising and taking part in (and preferably winning) quizzes.



David Bridge, Vice Chairman, works as Records Manager at Flintshire County Council and has worked with WERIM, the Welsh regional group for 4 years.



Paul Duller, Executive Secretary (and Previous Past Chair) is Tribal's Information Consultancy Director. He is an international records management specialist, a chartered geologist, chartered scientist and production editor of the IRMS Bulletin. Paul enjoys international travel and has undertaken projects in Algeria, India, Bangladesh, Brazil, Bolivia, Borneo, Jersey, Canada, Denmark, France, Germany, South Africa, Norway, USA, Malaysia, Indonesia, Oman, Thailand, Tunisia and Trinidad.



Meic Pierce Owen, Treasurer, works at present, for the Isle of Man Government, for whom he is currently developing information and records management policy documentation. Meic enjoys socialising with friends, old and new, travelling, studying history and the simple "joy of being Welsh".



Rob Hutton, Conference Director, is the Principal Information & Records Officer for the newly created Central Bedfordshire Council. He has responsibility for Information & Records Management and Access to Information and plays a key role in driving forward the Council's Information Governance agenda. He has worked in information and records management since 1998.



Diana Windsor Brown, Training and Development Director, is currently implementing an extensive information and records transformation programme within an NDPB Records Compliance department. She has been working with the Accreditation sub-committee since 2005.



Nick Cooper, Marketing Director. Nicholas is the Managing Partner of Tutis Diem with a focus on an organisations' ability to comply with information access legislation and help them transform their governance systems, practices and capabilities so that they feel confident that they are suitably equipped to meet their existing obligations and adapt to future changes. He has worked in information management for 26 years, the last 9 centred on Records Management.



Shona Dunning, Editorial Director, is the Records Manager at Bristol City Council. Shona is ultimately responsible for all of the Societies publications, website and collaboration zones. She has worked in information and records management since 2001.



Tom Devenish is an experienced Information professional, currently working for Camden Borough Council. With a background in systems development, Tom attained his masters in records management in 2006, since which time he has gone to study Information Rights Law. Tom is also active within the Profession, and is currently a member of the Information and Records Management Society Executive Committee.



Karen Bullen, Groups Support Officer, is a Team Manager within the Property Group of Nottinghamshire County Council where she has worked for 10 years. As well as being responsible for the Estates Management and Business Support Teams she is also responsible for the management of all Property information and supports the Corporate Information Manager.

Annual Report & Accounts 2010



Information and Records Management Society®

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