



Annual Report & Accounts 2018/19

Welcome to the 2018 Annual Report of the Information and Records Management Society (IRMS).

The Annual Report outlines the activities of the Society for the 12-month period to December 2018. It also includes the Society's Annual Accounts for the calendar year of 2018.

The report is made up of an overview of our activities given by me then individual reports from each Director, Officer and Group Chair. Please take the time to read through them as they are a key reflection on how the Society has performed for the year and how your membership fees go a long way to fund all the different things the IRMS offers.

The IRMS would not be where it is today without the unwavering support of our volunteers and third parties. I can only pass on my most heartfelt thanks for all that our volunteers do, as they do all this and have a day job. They never cease to amaze me with their generosity of time.

I hope you enjoy reading and thank you for continuing to be a member of the foremost professional membership organisation for all those engaged in the management of information.

All the best,



Scott Sammons FIIM, AMIRMS, NLP.Cert
IRMS Chair

Chair

My what a year 2018 has been. At the end of 2017 I outlined that we were getting closer to our target of being able to build up the Society's reserves again and be back to operating a healthy profit. I am pleased to say that we have achieved that target for 2018 and, with our spending review now complete leaving us operating as lean as we can be, this should steer us well into 2019 and beyond.

That's not to say the Society doesn't face challenges. At the time of writing, Brexit is almost upon us and that will have an effect on the economy in some form which will affect our members and us. Therefore, we are looking at how we can secure the Society and ride any waves that Brexit may bring.

For 2018 however, the Society has been a very busy bee. I will summarise some of our progress below and although I don't have the space to mention everyone, I am extremely proud yet again, of the work each member of the team has done this year. The Society works along 3 key themes or 'workstreams' so that our work can be joined up and we can logically progress from one piece of work to another. These workstreams are titled 'Membership Development', 'Commercial Development' and 'Content Development'.

Membership Development:

Development of IRMS membership has a simple goal: to ensure membership is fit for purpose and is able to attract and retain information professionals.

We therefore started with the basics and looked at the structure and benefits of membership. You may even have started to notice some changes on the website. We have reorganised the website so you can clearly see the different types of membership and the benefits each one brings in order to find the right one for you. As we expand our other benefits we will then start looking at membership type specific benefits. For example, specific training rates for Corporate Members that wish to book more than 1 member of staff on a course. Each membership type should bring its own rewards and with the tools and opportunities at our disposal I believe any future Executive can take this forward.



While cutting costs has helped this year the Executive took the decision to increase membership fees having frozen them for the last 4 years. This brings us in line with inflation and means that we can explore not needing to increase them again (hopefully) for another few years.

Work continues to improve the quality of member data and Fiona Kearney has brought us nearly all the way there. We still have some work to do to improve it so that we can start to report effectively on what members we have, across what sectors etc. If you haven't logged in to your IRMS account recently I encourage you to do so and update your sector details etc. This not only helps other members find like-minded colleagues but is also another way of allowing us to ensure our benefits reflect the sectors and needs of our members.

I am also pleased that in 2018 we announced a membership partnership with Protecture Ltd. Protecture works (mainly) with charities on their Data Protection and Information Governance needs.

As we have been working with them on the Third Sector RM & Disposal Toolkit (also launched this year) we agreed that subscribers to the Protecture Service would receive discounted IRMS affiliate membership. The work the Third Sector undertakes and the records they hold are often just as vital, if not more so, than some other sectors and bodies. Therefore, I am very pleased the Toolkit has been launched and we are starting to raise awareness and engagement in such an important sector.

Development of the membership offering continues and will always continue I suspect. However your input and thoughts are vital to ensuring membership is useful and relevant therefore please do get involved with thoughts, ideas and feedback as it is all greatly received.

Content Development:

Under this workstream we wanted to specifically look at our content and determine what is old and redundant, what is old and needs updating and what content we are missing.

Starting with the website, under the resources area is now a full comprehensive list of resources, tools and benefits that members can use and enjoy. Some are publicly available in a reduced format while others are locked down solely to members only. Taking the ones we have focused on this year:

- **We (in conjunction with Protecture & Informu)** have launched a revised Third Sector RM & Disposal Toolkit that is free to IRMS & Protecture members
- **Elizabeth Barber and her team** have started the review of the Schools Toolkit which should be completed in 2019 and developed an Academies Toolkit which should be launched in 2019
- **Sarah Norman** has been busy rolling out new training offers with organisations like TKM Consulting and Leadership Through Data
- **Joe Chapman** secured member discounts for events like the Data Protection World Forum, Taxonomy Boot Camp and the Cyber Security Summit and Expo
- We launched the IRMS Library (for all resources on the site), the online store for back editions of the Bulletin, and the Swap Shop

For 2019 we plan to continue this review and further expansion of our content and benefits. If there is anything in particular you would like to see, please do let us know!

There are too many people to list here to thank for their involved in developing these, but I feel a special thanks should go to Neil Reeves for continuing to progress the Society on its journey to be more digital.

Work continues to improve the quality of member data and Fiona Kearney has brought us nearly all the way there.

Commercial development:

I have spoken before about the need to ensure the Society has a diverse range of income. As the saying goes, we shouldn't have all our eggs in one basket. While I don't believe in selling bits of the IRMS to the highest bidder I do believe there are some aspects of the Society that do have a commercial value and are things that commercial entities would invest money in. We have therefore started a programme of work to see what those areas are and see how they can be brought into a 'commercial portfolio'.

These include things like:

- Reviewing our Bulletin marketing structure and offering to make it more appealing (while keeping our ethos of content first, promotional stuff second)
- Sponsorships for Group events and key products
- Promotion of Corporate Membership of the Society to key sectors and marketing channels to increase our awareness but also help drive up member numbers
- Refreshing and re-launching our JobsBoard functionality

This area will continue to grow over the coming year and I am grateful to David Bowen, Emily Overton and Roger Poole for their work progressing this.

Outside of these workstreams I've been leading on a few initiatives of my own (with what time I'm still not sure). They seem like small things, but actually have been big steps forward in helping to Society to operate. These include:

- Creating a single IRMS file store for storage of all Society records (outside of databases) and collaboration with third parties (something which was something we were always lacking)
- Harmonising all Sub-Committee Terms of Reference and publication on the website under the 'our governance' area

- Documenting and publishing the History of the IRMS and the sector with the help of Linda Shave (which you can now find on the IRMS website), with more to come!
- Working with Neil to develop new digital tools for the IRMS to utilise to make working part time and across country easier to manage.

As you can see 2018 has been a very busy year for the team with more to come in 2019. 2019-20 will be my last year as Chair before stepping away from the Executive. I very much believe that we have some amazing ideas and talent coming through the ranks and it is with them that the future of the Society rests. As well as continuing our work above I also want to devolve more tasks of the Chair down to the Executive so those future leaders can gain experience doing certain things and don't see the senior roles as daunting, but instead something that any and all members can aim for.

My deepest thanks go to each and every volunteer and partner we have as without them, the Society would not be what it is today. A special heartfelt thanks go to both **Emily Overton**, **Shona Dunning**, **Melody Allsebrook** and **Fiona Kearney** who all stand down from the Executive this year. All have been invaluable to the Society and to me personally and I wish them all the very best for their future endeavours.

Vice Chair

Emily Overton



I write this as my final annual report as a member of the Leadership Team and a Constitutional Officer. Earlier this year I stated that I didn't want to stand for Vice Chair for a third year - this is because, for me, life has changed. In late 2017, I went on to be full time self-employed and living in London with a quite an extensive to-do list.

I had some health issues throughout 2018 and I realised that I needed to cut back my commitments as my health deteriorated which would have a great impact on the future. More so, after 8 years on the Executive it's time for me to move on and leave space for new people to come on board with great enthusiasm and new ideas.

In 2018, I feel my crowning glory was the review of the IRMS Bulletin. The Bulletin has been one of those long-standing membership benefits that for some members, is the only thing they want out of their membership and do nothing more with their membership than read the magazine. It's great that members still see so much value in it, however, over time, paper prices and print prices became so expensive that it began to chip away at our income and was overall the most expensive deduction from our accounts (even considering Conference).

I reported in my 2017 annual report that I had taken over the review of the production costs and the Executive opted to move to a company called Visual Print and Design (VPD). Moving the design and print into one and to a new company meant that they were able to offer us greater efficiency and overall the saving to the Bulletin is in the region of £10,000 – the actual figures are due in Spring 2019 once we've completed 6 editions with VPD. That is over 100 individual members' subscription fees that were saved.

This process was simply to transfer the Bulletin in its like for like state and this began as VPD's first edition being May 2018. Stage one was complete. Stage two was to review the Bulletin in its actual output. Were we happy with the quality of the paper?

Could we make it any more environment friendly? What would the size look like in A5 rather than B5? And so on. Those questions are all documented in the October 2018 meeting minutes and we decided to make no further changes to the physical Bulletin as we decided the saving - approximately £150 a year - meant stripping the Bulletin of its quality. The Executive decided that we'd rather keep the additional spend in order to keep the Bulletin as nice as possible.

As part of my lead, I concurrently looked at the advertising within the Bulletin. I had a vision to make the Bulletin cost negatable but still provide a good content. We'd had an agreement with Revolution who run our Conference to sell the advertising but with reducing the costs of outgoings, we started to really hone what advertisement opportunities were available. At the end of 2018, this was still underway, and had yet to be formally sorted, however, it was something that we were keen to look forward to in 2019.

And lastly, I also renewed the contract with our editors, Tribal, for a further 2 years which included removing processing of personal data and streamlining the processes between our administrators KSAM and the new design and print house. The Bulletin had an entire makeover during 2018!

My second large project that I undertook during 2018 was the GDPR implementation within the IRMS itself. Naturally, we process personal data for our members and our volunteers and so it was only right that we ensured our compliance was up to date. I was given 4 different tasks and they were by no means small ones. The information audit and data flows, the information asset register, the data protection officer and the retention schedule. At the end of 2018, all were complete except one - the retention schedule - which was awaiting review.

Secretary

Despite being one of the longest serving members, I still found myself speaking to previous Executive members for their knowledge around historical information but the information audit was thankfully easy to do since I had a good understanding and background of the Society. We didn't need a Data Protection Officer and the retention schedule was the last item after finishing the audit and populating the information asset register. Thank you to all past and present Executive members and also our partners for being so helpful.

A further addition was the back scanning of any paper records we had - since we are volunteers, it made so much sense to either keep records at KSAM in which we already have some limited storage space (for our marketing information), or make ourselves paperless and store any records on the drive. The latter was completed with the assistance of our long-time supporters and members Storetec. We were able to file them appropriately in our drive; this included old contracts that have now expired but are still required under retention.

So 2018 was tough but I was still able to assist on the Society and my thanks go to the Executive for being so supportive during my time away. During 2018, I stepped into the shoes of Scott a few times to support him like any Vice Chair during conference calls and/or meetings - it was nice that he was able to step away himself. I sadly didn't make it to the Strategic meeting in July due to being in surgery but it's the only meeting in 8 years that I've missed and I've even flown half way around the world to get back to the UK for IRMS, but this time wasn't meant to be.

The above were my main projects but otherwise representation of the Society at events such as our networking meetings, at the ICO Conference and other events were part and parcel of being on the Executive. A fantastic productive year on large projects rather than small pieces.

This is my last report as Secretary of the Society as I am stepping down after four years in the role, and from the Executive after six years. I have thoroughly enjoyed my time on the Executive and the great strides that have been made each year in improving member benefits and on improving the work of the Leadership Team. I will miss working on the Executive but am looking forward to enjoying being a member and supporting the new team.

I am, as always, grateful to my fellow Executive Team members who, though volunteers, always respond to my secretarial demands relating to the organisation of meetings, quarterly and annual reports and general administration that I ask of them. They all give their full dedication and time to the IRMS and I thank them for their hard work throughout the year. I would also like to thank all those who I have worked with on the Executive during the last six years especially Nick Cooper and Meic Pierce Owen as Chairs. I would like to say a special word of thanks to Scott Sammons who has been a pleasure to work with even if he did need organising every so often!

Secretariat Administration

KSAM continued to provide us with enhanced administrative services. KSAM continue to provide meeting administration for both our conference calls and face to face meetings. The service has continued to improve our processes and the work we are doing. Our relationship with KSAM continues to flourish and improve our administration services.

I would like to thank Lisa Hazrati, our membership administrator who has been the first point of contact for members regarding membership queries or general questions. Lisa is moving to another role in KSAM, and in her place we welcome Sophie Riley who has recently become our membership administrator. I would also like to thank Sara Wadey who provided us with administrative services for the last year - Sara has moved on from KSAM and we wish her well in her new role. Lisa Hazrati has taken over this role and we look forward to working with her going forward.



I would like to personally thank KSAM for all the support they provide - the people that we work with are excellent and have helped to make the role of Secretary a little bit easier and improved the administration of the Society.

Membership benefits

As always, the IRMS are looking at ways of developing and improving membership benefits. All the membership benefits that the IRMS provides have been worked on by various members of the Executive and by the Groups.

Some of the benefits that have been provided this year include discounted rates for training from Leadership Through Data. We continue to offer discounts with Healthcare Conferences UK, Tkm Consulting and Metataxis. .

The website continues to be a great membership benefit. All membership management is now done through the website - this means that you

are now in control of your membership data and how you interact with fellow members. Member engagement and use of the website continues to grow, and I encourage you to get involved and ask your fellow members for help with whatever query you have. I know I have and I have received great responses from fellow members. The e-group continue to work on the website development and if you have any comments please do contact Neil Reeves.

The groups continue to provide excellent events which our members can attend for free and which provide opportunities for our members to hear from industry experts, learn from the experiences of other professionals, and network. Attending a group event is a great way for members to benefit from their membership and I encourage

all members to attend events when they can. We have had a very active year of events from all groups. While some groups are facing challenges they still provide great benefits for their members. Please do let us know if you think of an area where we can develop a group or if you would like to get involved with a group.

We are continuing the development of the representation for our membership in the wider information sector. We are represented on the British Standards committees for BS 10012 and ISO 15489 by Roger Poole.

Governance

The Governance sub-committee was tasked with finishing off the work on the nomination process and a Code of Ethics at AGM last year. The sub-committee led by Heather Jack finished off this work and the nomination process for the

Executive roles were run following this process. The Code of Ethics has also been adopted and will be followed by the volunteers on the Executive and groups. It was a notable milestone, that this year we had an election for a Director post on our executive.

Work also continued on the internal governance

of the Society. The constitution was updated last year, a review of membership structure and benefits is ongoing and our GDPR work programme was finalised.

The website continues to be a great membership benefit. All membership management is now done through the website - this means that you are now in control of your membership data and how you interact with fellow members.

In conclusion

This last year has been very busy for me both personally and as secretary. It saw me move to a new employer where I'm now working in a different local authority in Ireland than this time last year. I also got married last July and the organising of a wedding impacted on the time I could commit to the work as Secretary. The role of Secretary is challenging but also enjoyable and I've enjoyed working in the role these last four years. During my time the administrative services have improved, membership data is now controlled by the member and internal processes have been streamlined. I would like to thank all who volunteer in the Society for all your hard work. I want to thank you the members for engaging in the Society and for continuing your membership as it means that the Society is providing you with a service that meets your needs. I encourage all members to get involved with the Society via attending groups, writing an article for the Bulletin or maybe getting involved in the Executive Team or Groups. I wish the incoming Executive all the best for the year ahead.

Membership Report

Category	Membership 31/12/18	Membership 31/12/17	Membership 31/12/16
Individual	621	548	587
Corporate	224	238	227
Corporate Affiliate	1	1	1
Corporate Honorary	2	2	2
Individual Honorary (incl. fellows)	30	26	25
Individual Affiliate	31	28	21
Student	95	348	240
Bulletin Only	1	2	2
Protecture	1	-	-
Total	1,006	1,193	999

Treasurer

David Bowen



Once again, thank you to the members of the Executive Committee of the IRMS. It has been a pleasure working with such dedicated volunteers. Thanks also to the staff at Kingston Smith Association Management (KSAM, our administration partners) and Revolution Events (Rev, our Conference partners). Skilled and helpful partners like KSAM and Rev make our jobs as volunteers feasible. I hope those IRMS members thinking of volunteering for the Executive will take note: it is a supportive, welcoming environment, with plenty to do to support the Society!

The IRMS Executive Committee continues to work to grow the Society by expanding the services and benefits we offer to our members and then recruiting new members. We rely on all of you, the whole IRMS membership, to find and encourage new members, to use and contribute to the IRMS web site (www.IRMS.org.uk), and to let the Executive Committee know what benefits you value and what new benefits you need.

Looking first at the Income and Expenditure Account: Our income has increased in 2018 over both 2017 and 2016. This has been achieved by increasing membership, and we hope that this will continue. Sponsorship has also increased. We are grateful to our sponsors, companies who provide services, software and equipment for Information Management. I hope all of you will visit their stands at Conference, talk to them at Conference and at Group Meetings, and discuss your purchasing needs with them.

The result is that our income increased (by over £42k versus 2017 and over £17.5k versus 2016).

In order to support our income from 2019 and beyond, we have increased the membership fee by 12.5%. The fee was last set in 2014, and the increase is in line with inflation.

Our total expenditure is slightly up on 2017 (by over £19k) but well down on 2016 (by almost £32k). In particular, we have reduced bad debts and web site costs. Bank charges and accountancy are slightly increased; officers' expenses and travel are reduced. We have been able to negotiate an improved contract for designing and printing the Bulletin, and this has saved us almost £10k.

I want to comment briefly on Groups Expenditure: this is one item which I would like to see increase! I believe that our geographical and specialist groups are an important benefit for members, and I would like to see each Group holding at least one or two meetings each year, and using their budget from the Executive (or even more!).

The result of everything above is a surplus in 2018 of £17,535! This is good news.

The Balance Sheet shows that we have reversed three years of deficits, and we have begun to restore our General Fund, which is now £50,426. However, I would like to see a General Fund of closer to £80,000. This is because we have a cash-flow problem with Conference each year: we have to pay hotel costs, and others, in advance but much of our income is not released until during or after the Conference itself. We also have a risk with Conference: it is conceivable that we could hold Conference but lose £50,000 or so. Finally, there are initiatives that the Society should be prepared to invest in, and we need a healthy General Fund to allow us to invest confidently.

Finally, I am happy to answer questions from members, either at the AGM, or via the IRMS web site (www.irms.org.uk), or via email (treasurer@irms.org.uk).

Private Sector and Commercial Development

Director: Roger Poole



Another successful year for the IRMS and, consequently, much work has been undertaken by your Executive. As a member of the Executive I have contributed to the overall development and improvements of the whole "IRMS experience".

In terms of PSCD personnel there have been some changes this year. Harvey Burgess stepped down for personal reasons and Chris Manson moved to a different role, as Group Chair for Ireland. Ed Irving joined the team at the end of 2018 as PSCD Officer and brings a wealth of commercial and industry experience. I am looking forward to working with Ed in the next few months.

Hold the page...! An announcement will be made soon in respect of the appointment of a new PSCD Director as my role within the IRMS is changing.

My main input this year has been: FTSE350 Programme

This was a project to attract new corporate members. The initial project utilised our friends at Revolution to contact a limited number of corporates to 'test the waters'. This project and these approaches received a mixed response. We were reviewing our options and alternatives when the Executive decided to review the Corporate Membership offering. Consequently it was agreed that further resources should not be focused on this project until we have redefined the Corporate membership offering.

IRMS Bulletin

I have attended regular calls during the year as part of the team identifying ideas for improving the Bulletin and increasing (to some degree) the amount of revenue generated by the Bulletin. We are attempting to "sell" more advertising space to increase revenue whilst being careful not to include "too many" advertisements. If you are aware of any organisation which would benefit from advertising in the Bulletin please do not hesitate to let me and/or Revolution Events know and we will contact them. Any increase in revenue will benefit the membership.

Alternatively if you have any comments or suggestions in respect of the Bulletin please do not hesitate to contact us!

Recruitment

I have attended a number of preliminary and interview calls and helped with the recruitment process in respect of the new Private Sector and Commercial Development Officer and Director.

Exec Meetings/calls

I have attended all quarterly "face to face" Executive meetings and most monthly calls and made a contribution to the discussions and idea gathering. In particular I have made a number of suggestions regarding the IRMS Annual Conference – this year at the Celtic Manor Resort near Cardiff.

Groups – Independent Consultants

Notwithstanding some initial interest I have not received much feedback from participants in terms of an agenda and, consequently, no meetings have taken place. I plan to make new efforts to establish this group.

Groups – Financial Services Records Management Forum

Predominantly as a result of significant work pressures on our regular attendees in respect of regulation we have not held any meetings this year. However, by the time you read this I believe we will have met!

British Standards Institution

I represent the IRMS on BSI working groups. The groups I am a member of include:

BS 10008 / BIP 10008 – Legal Admissibility

I am attending the working group meetings on behalf of IRMS members to provide input from an IRMS perspective. I will update the members in due course.

BS 10012 – Data Protection

I represented the interests of the IRMS membership by participating in the working group which re-wrote the British Standard to reflect changes required by GDPR.

Conference

Director: Reynold Leming



This has been my fourth year as Conference Director and it will be a very interesting event to look at the implementation and impact of GDPR (and related UK legislation on privacy and data protection) one year on!

Last year the 2018 annual Conference returned to Brighton with the theme of "Back to the Future - From Best Practice to Innovation". This, combined with some science fiction themes (including of course a real DeLorean car!) made for some wonderful fun as well as excellent content. We continued some changes to the structure introduced the previous year in Glasgow, including the use of lightning keynotes and an opening panel.

The Fringe event on Sunday once more proved very popular. There was a high attendance of both delegates and vendors and I hope that everyone had a rewarding experience. I was delighted to talk to several people from overseas who chose to attend IRMS Conference, including again this year a large delegation from Iceland!

Sadly, because of planned building changes, 2018 was our last year to hold the event in the Hilton Brighton Metropole.

This year we return to the Celtic Manor Resort in Wales with a theme of "Information Governance - The Quest for Truth and Trust". This recognises that members of our profession are both guardians of the trusted record and heavily engaged in the very important deliverable of data and information ethics.

As ever I am delighted about the willingness of colleagues to submit papers and we have excellent content covering Law and Regulation, RM Nuts and Bolts, Soft Skills and Technology & Innovation. There is also the sponsored Deployment of Solutions stream.

Content and discussions will look at the General Data Protection Regulation (GDPR) one year on, Freedom of Information, Brexit, retention, preservation, personal development, blockchain, security, content management solutions (including

SharePoint) and much more besides.

We are delighted to have keynote speakers from Gartner, The National Archives, the Welsh Government, Castlebridge and the University of Bath leading a bumper programme of over 50 sessions, including contributions from the ICO, NHS England and the Cabinet Office.

Additionally there is an extensive range of vendors and service providers in our Information Market, which as ever provides a great opportunity to keep up to date with what is available and market trends.

I personally think that a great highlight is the Industry Awards. I wish all last year's winners a big congratulations and the very best of luck to all this year's entrants.

We will again have the Fringe event on the Sunday for meet, greet and getting to know people. As part of the Fringe there will also be a special session on future proofing careers.

My role has involved working closely with Revolution Events on the planning, logistics and marketing of the Conference. I have been supported by an excellent team from within the IRMS Executive and enjoyed liaising with a number of vendors who are key sponsors and exhibitors. A very big thank you from me to everyone who really help enable this great event to happen! Next year, we visit Birmingham for the first time, which is very exciting.

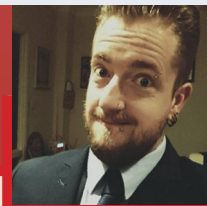
In my role on the Executive I have also participated in other initiatives this year, including our own governance for Data Protection and the launch of the Third Sector Toolkit.

This has been my last year as Conference Director and I want to say a big thank you to everyone. I hope though to remain actively engaged within the Society and Executive. I would like to end as

always by saying that the Conference is about you, the membership. I know my successor wants to ensure that Conference continues to offer the best possible experience in terms of programme and content, so I know that on their behalf I can say "our door is always open" to hear what you would like to have included in 2020 and beyond!

Digital

Director: Neil Reeves



The sun is setting on yet another successful year for the IRMS. We have seen the introduction of GDPR (and it didn't kill us), Brexit still hangs above us like the Sword of Damocles and, in a more positive note, the Leadership Team are gearing up for another packed conference at Celtic Manor.

I have been very busy this year. We have taken the decision to try and streamline our IT providers. The simple fact is we need Yourmembership to host our current website, but we also need Webfooted Designs to help us look after some of the legacy items.

To reduce our time with Webfooted, I started with tidying up the loose ends from the old website. We firstly managed to take all of the old content relating to the groups and place it on the group pages making it accessible to old and new members alike. We next managed to get all of the actions and decisions made by the Leadership Team on the private forum so we can refer to it in the future if we need to.

The most exciting piece of news is we took over the hosting of the Moreq.eu site. We were notified that we could no longer host it on the platform it was on so we have (with the help of the amazing Webfooted Designs) managed to move all of the content onto our site to keep it accessible to our members. You can find the content here: www.irms.org.uk/moreq.

The next challenge to face is the hosting of the Local Government Classification and Retention Scheme (LGCRS). Currently this is hosted by a third party but the platform this sits on is also due to become obsolete. As we don't wish our members to lose access to it we have made the decision to host this content on our site.

There are some technical hurdles to jump though as we need to find the best way of importing it into the site but we are close to resolving this. The Scheme is also getting an update courtesy of the wonderful Michele Noad so look out for the launch of that very soon.

I don't just spend my time with digital projects though. I am involved in the organising of delegate experience for this year's Conference (with the lovely Membership Director, Shona Dunning) and I can tell you that the origami sheep and dragons are my personal touch! Hope you enjoy them as much as me.

So looking forward to the next year I hope to not only bring you the new LGCRS on our site but I am also working on a Group Chairs page (similar to our Leadership Team one) so we can advertise the wonderful people who dedicate their time and effort to run, what I think, is one of our best membership benefits.

Groups

Director: Jaana Pinnick



I took on the role of IRMS Groups Director at the IRMS 2018 Conference in Brighton after the previous Director, Jane Proffitt, had stepped down, and I was thrown straight into the deep end manning the IRMS stand with the Group Chairs and the Groups Officer Melody Allsebrook, without whose support the job would have been much harder.

It has been great to get to know all the Group Chairs, and I am well aware of the requirements for the job and all the hard work they put in when organising the various events and meetings, so a huge thanks to you all! This applies equally on all our fantastic speakers and sponsors throughout the year.

We have had a number of group chairs/co-chairs step down this year, including Nicola Last (London), Chris Manson (Ireland), Melody Allsebrook (SharePoint & Office 365), and myself (Midlands) – many thanks for all your work.

The groups organised a total of 20 events this year. Some of these were collaborative events, such as the Ireland/SharePoint & Office 365 Groups and again Ireland/ARA. As you have read in the Chair's report, the Third Sector group had a fantastic kick-off meeting before Christmas. In addition, a new Legal Group chaired by Tim Cotgreave has been formed. A conference call took place in February and they are planning their first face-to-face meeting later this year.

There have been challenges in some of the groups this year due to individuals getting very busy in their day jobs – after all, we are all volunteers! So if you are thinking about getting involved in your area, contact me to find out more as all your contributions, great and small, are much appreciated and help us make the IRMS the success it is.

Melody and I started writing the Group Chairs' Handbook in September and have made good progress. We plan to have the first edition ready for the Group Chairs at the IRMS Conference. It will act as a crash course for new chairs, detailing all the things they need to know when running a group, and for more experienced ones it acts as a reference aide-memoire. Some of them have kindly assisted us in the production.

The Group Chairs have now got to grips with the functionality provided by the new website, including the event booking system which is now run fully via the website. Presentations are also made available for members on the group page. All Chairs have a new Gmail account which provides a simple way for the group members to contact their Chair.

I introduced a new Groups Twitter account @IRMSGroups, which promotes events on behalf of all the groups. It already has 71 followers, and hopefully, after you all have read this annual report, there will be a few more still!

Finally, I would like to thank the Executive and especially Emily and Neil for their advice and support during these first months – I couldn't have done it without you!



Just as it was for our members, the past year has been a busy one for the Executive Team and my role is certainly no exception! With responsibility for promoting the activities and resources of the Society to maintain and grow our membership, Marketing cuts across just about everything that we do, everything that we offer – everything that makes the IRMS the foremost association for information professionals.

One of the key elements of that is the Bulletin, and I've been working closely with Vice Chair Emily Overton as well as our partners at Tribal, Revolution and Visual Print to maintain and enhance the value that the magazine offers to you, whilst reducing the costs to a sustainable level. This has not been without some teething problems, but overall it has been a success.

In 2018 I introduced the concept of focused editions of the Bulletin, whereby around half of an issue would be dedicated to a particular topic. This format has been very well received and as a result it will be continued (as you've already seen with the March 2019 edition) but the topics themselves remain under review and I'd welcome your suggestions.

Our website is another 'shop window' and marketing tool for the Society, and as part of the team that carried out the refresh of the site in 2017, I – along with our Chair Scott Sammons, Digital Director Neil Reeves and others – am constantly adding new content and looking for ways to improve the site's impact and usability.

We can't do this without your help, though, especially when it comes to the forums and discussion boards on the Social Link area of the website. So please sign up or log in, take a look

around and get interacting with your peers – it's an invaluable information sharing resource, exclusive to IRMS members.

Another important membership benefit is the offer of discounts for training and events, and in 2018 we exhibited at a number of shows covering Taxonomy, Cyber Security and Data Protection. I also worked with our new training partners Leadership Through Data – as well as those we already had on board – to promote the excellent range of courses available.

Coordinating these and other arrangements is a key part of my remit, and although there will be

similar appearances this year, I'm also looking to spread the IRMS word through features in the publications and on the websites of other industry bodies. Again, if you have any recommendations, I'd be happy to hear from you.

Finally, of course, there's our annual Conference. Without wanting to

sound like a broken record after my report last year, it really cannot be underestimated just how well it compares with other professional development opportunities – that has become clearer than ever in the wake of GDPR, which in raising the stakes in data protection also brought inflation in conference prices which we've worked hard in order to resist. And it would be remiss of me not to point out the significant discount that comes with being an IRMS member!

My involvement with our annual showpiece has grown steadily since I joined the Executive Team, and I'm very excited to be taking on the mantle of Conference Director after this year's event. See you in Birmingham in 2020!

In 2018 I introduced the concept of focused editions of the Bulletin, whereby around half of an issue would be dedicated to a particular topic. This format has been very well received and as a result it will be continued

Membership

Director: Shona Dunning



With members based in nearly 60 countries worldwide the IRMS continues to go from strength to strength!

This year we have been working on a series of questionnaires to various sub-sections of the membership to find out more about how they use their membership and how we can help them to get even more from being a member.

One of our main motivations is to grow the IRMS in size and quality - but in doing so, ensuring we maintain our core values of community, friendliness and inclusivity. We continue to look at our membership structure and categories and how we can format membership so that you and your organisation can get the most out of being an IRMS member.

I have also had the honour of being part of the Conference Working Group, in particular working on a hand over of the delegate experience to Neil Reeves. We have been working with the team from Revolution Events putting together items such as the handbook, the Fringe, Sunday night festivities, the Gala dinner, the bag, the contents and, most importantly, the lunch options.

One of the main achievements this year is working with our IRMS Conference Charity of the Year, Newport MIND. Working with MIND we will be providing you with some helpful tips and methods to allow you to deal with stress in the workplace (and life in general) and to tell you more about the work of Newport MIND and the rest of the MIND network that can assist

you in helping take care of your own mental health.

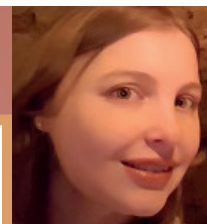
Please do have a look at <www.mind.org.uk> to find out more.

You can also donate to the IRMS Conference Charity of the Year online at <http://uk.virginmoneygiving.com/fund/IRMS2019>.

Around 1 in 4 people will experience a mental health problem this year yet the shame and silence can be as bad as the mental health problem itself. Your attitude to mental health could change someone's life.

Training

Director: Sarah Norman



This has been a good year on the training front. Our training offering continues to grow from strength to strength. We launched our new training partnership with Leadership Through Data. We are currently working on new partnerships which we will announce when they are finalised during the year. We are looking at digital skills training as this is one of the areas which more employers are searching. I am hopeful that this will provide our members with the opportunity to develop these skills at their own pace.

Last year we had a really successful fringe and we had the IRMS New Professionals Strategy as well. This years fringe event will focus on transferable skills. Attendees will be able to hear from others who have changed sectors (such as going into consulting or moving from public to private) and what skills they have had to develop to do so. Hopefully this will be useful and will give members an insight into how to "future-proof" their career.

As I was lucky to be nominated as Training Director again I will continue to develop the training provision over the next 2 years. Several members have expressed an interest in Office 365 and SharePoint training so that will be my next priority.

Unfortunately we were unable to recruit a Training Officer this year so the post remains vacant. It is a great way to get involved in the Society and ensuring that the needs of members are being met. It also means that if there is a training provision you feel is lacking you can play a role in making sure the Members get this. Please get in touch to discuss what is involved.

I also want to hear your thoughts. If there is some training that you think "it would really help me to be able to learn about that", reach out and I'll see what I can do!

Communications

Officer: Jessica Waite



It's been a great year! My duties continue to be focused on writing our monthly e-newsletter 'Off the Record' and contributing to the Bulletin by ensuring the news section is updated and the diary highlights all the great events and training we offer our members. Our Editor, Catherine Burton has been instrumental in ensuring we get the content right for the Bulletin and that we stick to our deadline for publishing.

I have also been leading on our social media posts including LinkedIn, Twitter and Facebook - if you're not involved through these platforms they are great ways to keep in touch with us! The website remains an important tool for communicating with our members and the wider community, for booking group events, to access the resources published by the IRMS and for members to interact with each other and our executive team.

It's been a busy year with communications focusing on collaboration with our partners such as Protecture, Leadership Through Data, Tkm, and the various events that our members could attend and get discounts on. Recently the event subjects included Records, Cyber, Data Protection, and Taxonomy to name a few.

This year the annual conference will be at Celtic Manor, Wales - it's a great venue and I'm really looking forward to the event. Leading up to #IRMS19 we will be releasing comms on the website and through the social media channels so keep an eye out for updates on speakers, information market sessions and social events surrounding the conference. It would be great to see you there!

Groups

Officer: Melody Allsebrook



As Groups & Volunteers Officer, my focus this year has been making any required or requested improvements on good practice in Group operations, aiming to make them more consistent and giving the Chairs a good standpoint to work from. Even though all our Chairs do a fabulous job, there is always a need for regular review of working practices. Looking at new ideas, collaboration and helping each other, to make sure we stay on top of our game while still enjoying the voluntary roles that we do. To achieve this, Jaana (Groups Director) and I have developed the Group Chairs Handbook, with input from some of the current Chairs.

The Handbook is designed to be used by all Group Chairs, so that all information, resources and contacts they need are to hand when running a Group. It includes how to organise an event, and recommendations on what needs to be considered to plan the day so that it runs smoothly.

Another focus for my role has been the recruitment of volunteers for IRMS. The IRMS community of volunteers are a key resource for the Society and help out with any ad-hoc projects or working groups in specified areas. If you are thinking about getting more involved with IRMS work, please do contact me to be added to our list of Volunteers or speak to your local Group Chair.

Volunteer contributions, both great and small, are very much appreciated and help us make the IRMS the success it is today. I'll be at #IRMS19 Conference at Celtic Manor in May, which will be my last year as Groups & Volunteers Officer - I look forward to seeing you all there.

Finally I would like to give my sincere thanks to all our Group Chairs for their commitment and dedication, and for making the IRMS Groups a success.

Governance Sub-Committee

Chair: Heather Jack

The Governance Sub-Committee were tasked at last year's AGM with finalising their work programme by the end of 2018. They were to finalise the Ethics Code of Conduct and the Nomination Process.

Led by Heather Jack, the committee finalised their work in October 2018 and presented the papers to the Executive in November 2018. The papers were approved in February 2019. The Ethics Code of Conduct is now available on the website. The Code of Conduct establishes a culture of openness and trust and in an ethical manner. This is a code that all members and volunteers of the Society should adhere to.

The nominations process sets out the method that the Executive will follow going forward for the nominations to the Executive Committee. The aim of the new process is to encourage increasing nominations to the Executive each year. The process takes into account the timelines as stated in the Constitution.

The Governance Sub-Committee have now completed their work. The Committee members who worked on these two papers were Alison North, Heather Jack, Bilal Ghafoor, Victoria Blyth, Claire Johnson, Fiona Kearney and Scott Sammons. Thanks to them all for their hard work and volunteering to be involved in the Governance Sub-Committee.

Accreditation Sub-Committee

Interim Chair: Scott Sammons

I have temporarily agreed to take on the Chair of the Accreditation Sub-Committee during a period of change and to support some key actions over the next couple of months. It has been a relatively busy period for the Accreditation Sub-Committee as we continue to enhance and fine tune Accreditation and expand its uptake. At the time this report was written we have accredited approximately 10% of eligible membership (individuals and corporate individuals) with 70 individuals successfully accredited.

In order to support this expansion, the Sub-Committee has also worked with the Executive to revise its terms of reference to A, reflect the work it is currently doing and B, harmonise itself with the refreshed governance structure of the IRMS. You can find more information on this, and accreditation overall at www.irms.org.uk/accreditation.

On a similar vein this year the Sub-Committee has said goodbye to Meic Peirce Owen and Matthew Stephenson who have stepped away due to time pressures. Their work to support and develop Accreditation has been a key part of its growth and it would certainly not be where it is today without them. Our thanks go to them both for their work

to date and I am very pleased that they are staying involved as Accreditation Assessors. The Sub-Committee now consists of myself (Scott Sammons), Sarah Norman, Alan Bell, David Smith, Deirdre Alison & Rachel Maguire.

Our work for 2019-20 will consist of finalising the restructure of how Accreditation is delivered (having a team of assessors for example separate from the Sub-Committee), finish 'outsourcing' the basic admin to Kingston Smith and continue with the revised branding and marketing on its stance and appeal. If you feel you can contribute to the development of Accreditation as it grows please get in touch via accreditation@irms.org.uk.

Otherwise that just leaves me to express my thanks to the volunteers involved with the Sub-Committee. Their input and time they give up to help the Society is very much appreciated and I look forward to working with them all in 2019-20.

Accounts for the year ended 31 December 2018

Information and Records Management Society

Income & expenditure accounts for the year ended 31 December 2018

	2018 £	2017 £	2016 £
INCOME			
Subscriptions	113,984	107,227	104,526
Sponsorship, advertising and meetings	257,182	221,537	249,028
Interest received	79	16	28
Other income	-	5	-
TOTAL INCOME	371,245	328,785	353,582
EXPENDITURE			
Administrative and office expenses	41,022	45,973	38,978
Bulletins and newsletters	46,579	56,344	58,307
Groups	10,646	10,298	15,326
Postage	276	396	138
Stationery	137	665	1,151
Telephone	813	1,320	1,007
Gifts	190	44	717
Officers expenses	3,131	12,330	13,290
Training costs	-	1,144	1,529
Accountancy fee	1,250	850	1,100
Bank charges	3,155	2,008	1,578
Annual conference	217,272	166,288	217,875
Exhibitions	244	781	-
Advertising	2,868	4,863	2,683
Website	8,424	12,015	18,921
Travelling and accomodation costs	14,164	14,382	7,291
Insurance	1,127	1,229	685
Computer running costs	2,032	1,181	-
Bad debts	-	1,985	3,914
Micellaneous expenses	-	-	207
Subscriptions	284	274	206
(Profit) / loss on foreign exchange-	96	-	618
TOTAL EXPENDITURE	353,710	334,370	385,521
(DEFICIT)/SURPLUS FOR THE YEAR	17,535	(5,585)	(31,939)

Information and Records Management Society

Balance sheet as at 31 December 2018

	2018 £	2017 £	2016 £
CURRENT ASSETS			
Trade debtors	6,076	-	3,820
Prepayments	22,541	895	1,073
VAT repayable	2,858	-	-
Accrued income	-	-	528
Cash at Bank and on Deposit	98,761	76,119	71,034
ASSETS	130,236	77,014	76,455
CURRENT LIABILITIES			
Creditors and accruals	49,836	13,772	7,394
Bank overdraft	-	807	-
VAT payable	-	316	184
Deferred Income	29,974	29,228	30,401
LIABILITIES	79,810	44,123	37,979
NET CURRENT ASSETS	50,426	32,891	38,476
GENERAL FUND			
At 1st January 2018	32,891	38,476	70,415
(Deficit)/Surplus in the year	17,535	(5,585)	(31,939)
As at 31st December 2018	50,426	32,891	38,476

In accordance with the engagement letter dated 25 May 2016, we approve the accounts set out on pages 2 to 3. We acknowledge our responsibility for the accounts and for providing Josolyne & Co with all information and explanations necessary for their compilation.



David Bowen, IRMS Treasurer
Date: 19 March 2019

ACCOUNTANTS REPORT

We have prepared the accounts for the year ended 31 December 2018 from the records and explanations supplied to us by Kingston Smith Association Management.

Josolyne & Co, Chartered Accountants, Silk House, Park Green, Macclesfield, Cheshire SK11 7QW
Date: 31 March 2019

IRMS Ireland

Group Chair: Elizabeth Robinson

IRMS Ireland held three events in 2018. The first event of the year was held in conjunction with SPOG and the Public Record Office in Northern Ireland (PRONI) in April 2018. This event was attended by over 90 attendees. The event was focused on SharePoint.

The second event was held in conjunction with the Archives and Records Association, Ireland in September. The topic of the training event was 'Copyright and Data Protection'. Over 80 attendees attended the event. The joint event is held yearly with our colleagues in ARAI and is a great collaboration for both bodies. This event was sponsored by Equiniti.

The third event was held in November 2018 at Limerick City and County Council. The topic of the event 'Creating an Information Lighthouse' focused on using information as a valued resource in organisations. We were also lucky to get a taster from Daragh O'Brien

of the type of engaging keynote he will be presenting with his colleague Katherine O'Keefe at the IRMS Conference 2019.

The group held its AGM in November where a new chair was elected. The Committee for the coming year is Elizabeth Robinson - Chair, Jennifer McGrath - Secretary, Dorothy Quinn - Treasurer, Sarah Hayes - Membership Officer. The following are also committee members: Jenny Lynn, Jacqui Hayes, Aoife Morrissey, Sarah Hayes-Hickey, Deirdre Allison, Brendan Murphy and Claire Graham.

IRMS Midlands

The group met in March at the British Geological Survey in Nottingham to hear about the GDPR. John Day (BGS) highlighted high-profile cyber incidents reported to the ICO over the last two years. He reviewed changes for IT professionals, including personal data such as IP addresses and cookies. BGS must comply with an industry standard and is working towards compliance with ISO 27001.

Stefanie Jacobs (Microsoft) talked about "Grasping the compliance nettle – GDPR and other fun topics for dinner parties". Stefanie looked at new rights for individuals, e.g. to object to processing of their personal data, and gave us a roadmap on how to get started (discover – manage – protect – report). She concluded with Microsoft's mission statement: "Our mission is to empower every person and every organization on the planet to achieve more".

IRMS Vice-Chair Emily Overton enthused about "Information Asset Registers: What are they good for? Absolutely... everything... including GDPR!". GDPR really stands for Good Documented Practice (with) Records: know what you have, where you have it and how long you have to keep it. Emily's top tips: don't rush, take your time and get it right one thing at a time.

We met again in September at the Peak District National Park Authority in Bakewell, where Robert Bath talked about Advanced Data Governance in O365. He showed the timeline from uncontrolled records to full compliance and presented the elements of O365, before giving us a live demo.

Jonathan Kingsley (MirrorWeb) presented a Guide to Social Media Archiving, demonstrating how organisations can create permanent records of their online communications. To conclude we revisited some major GDPR news and looked into developing a digital asset register, courtesy of slides by the Digital Preservation Coalition.

In 2017 I agreed with the then Group Director to lead the Midlands group for two years. Now I have taken on the role of the Group Director, I have decided to step down as the Group Chair giving another Midlands member a great opportunity to get involved with the IRMS. If you are interested, get in touch!

**Robert Bath
talked about
Advanced Data
Governance in
O365. He showed
the timeline from
uncontrolled
records to full
compliance**

Our March event was held in Preston and we had 33 attendees. It was sponsored by Objective and hosted by Preston City Council. Speakers were Josef Elliot from Oyster IMS (GDPR); Emily Overton, RMGirl (SharePoint); Jen Persson from Defenddigitalme and Andrew Marshall of Objective.

The June event was held in Newcastle and we had 30 attendees (30% non-attendance after booking – but there was a rail strike). It was sponsored and hosted by Northumbria University. Speakers were Heather Jack of HJBS (Psychology of Information Management); Dave Nixon from Business Agility (Office 365) and Andrew Watson of Northumbria University (Information Rights Law).

As an outcome from the breakout session of the June meeting the group produced an article for the Bulletin (published September 2018) about influencing and engaging with stakeholders.

The October event was held in Leeds and kindly sponsored by group member Brendan Sheehy. There were 38 attendees (5% non-attendance after booking). Speakers were Linda Shave of AIIM (The Internet of Everything), Jaana Pinnick from BGS (Digital Preservation), Rowenna Fielding from Protecture (Surviving IG) and Liz Taylor of Tkm Consulting (Navigating IG qualifications)

The speakers we have had this year have been excellent and very well received by the membership. During the year we stopped doing paper-based evaluations and after the October event we conducted an online poll to find out if attendees were happy with the content of the meeting. This produced a 100% happiness rating (!) and a few suggestions for future topics and speakers.

I'd like to take the opportunity to thank IRMS North members for being such a friendly bunch of people and encourage anyone who hasn't been to one of our events yet to come along. Most of the value in group membership is to come along a few times a year and remind yourself that you're not the only one facing the challenges of IRM and IG. Plus it's a great opportunity to make some valuable colleagues and friends.

IRMS Scotland held two successful events in 2018, both looking at the challenges of Office 365, and at the time of writing the annual report, another is in the planning stage. Both events were oversubscribed and a waiting list had to be put in place.

The Summer Event was held in The Dome, National Records of Scotland. We heard from Glasgow City Council on their GDPR journey and Intelogy on how their approach to Office 365 could support information professionals. In the afternoon we held an interactive session, run by Heather Jack, on information management personalities, strategies for

coping with them and the practical applications.

The Winter Event was held in the City Chambers of Glasgow City Council and was sponsored by Hewlett Packard Enterprise. The event took a deeper look at some of the practical implications and applications of Office 365 and included looking at Data Protection Impact Assessments, embedding Office 365 and SharePoint into the operational processes and culture of an organisation, and a thoroughly interesting talk from NHS Education for Scotland's Digital Director on the NHS Office 365 and SharePoint programme in Scotland.

In the next 12 months the Scotland Group are hoping to continue growing the membership and to provide another set of excellent events. We are always on the lookout for larger venues and, as always, amazing sponsors who can help educate, inform and support the Scottish Group. We would like to encourage all our members to reach out if they can provide a venue, have heard an amazing talk or have any ideas they would like to contribute. We all want Scotland to be an interactive community of good practice in the sector!

IRMS South West

Group Chair: Andrea Binding

The South West IRMS Group held an event in June 2018, the theme of which was 'Best Practice in an Evolving World'. There were 26 delegates from a range of sectors and organisations across the South West.

Speakers included:

- David Reeve from JISC, who gave an enlightening overview of the functionality of Office 365 and how JISC is using it to drive business transformation, including using Microsoft Teams to communicate and to reduce email overload.
- Andrea Binding from Somerset County Council who gave an overview of their journey to SharePoint, including a demonstration of how business sites are based on functions and activities and how document libraries are defined based

on permission groups and retention.

The event was sponsored by Deltascheme and included presentations by Martin Driscoll and Duncan Williams of Deltascheme on:

- Best Practice EDRM with Office 365, including enterprise auto classification, taxonomy of terms and concept searching
- Personal Identifiable Data discovery, Nintex Workflow and Forms for SharePoint Online

The event enabled delegates to see how complementary systems interact with SharePoint, how to control the 'Pandora's Box' of

Office 365, how to match business requirements to applications and how organisations can fully utilise and embrace the power of Office 365 to support evolving business needs and to maintain data integrity and compliance.

We've already held another event, in March and planning is now underway for two further events during 2019 - one in July on 'Managing Information to Support Organisational Requirements' and another in November on 'Business Continuity and Digital Preservation'.

IRMS London

Group Chair: Bilal Ghafoor

2018 was a time of change for IRMS London. The group was taken over by Nicola Last and Bilal Ghafoor. We started off trying to arrange at least two sessions a year and were planning more. Sadly, Nicola had to step down. Unofficially, Emily Overton has been helping me behind the scenes and will join officially as co-chair when she steps down from Vice Chair of IRMS.

Remember when GDPR was about to come into force? We kicked off with a small session on legal bases for processing.

The event on Office 365 was extremely well attended and we are indebted to our speakers for a fascinating and interactive session.

Early in 2019 Scott Sammons lead a masterclass on information risk, with erudition and the obligatory references to Star Trek.

At the time of writing we are looking forward to Paul Maskell talking to us about cyber security.

In late summer we are planning our first all-day event in many years, on Ethics. The law is important but we see now so much more about the need to be ethical. An exciting line up of speakers will be made public in the next few weeks.

We have a session on retention schedules... scheduled in for the end of the year.

We hope, with a consistent season of events to improve membership and attendance.

Finally, thanks to the Alzheimer's Society and to the Department of Health and Social Care for kindly giving us venues.

IRMS Isle of Man

Group Chair: Rupert Leaton

The Isle of Man Group had planned an event in April which unfortunately had to be cancelled. Additional challenges later in the year meant there was no activity for the group in 2018. Hopefully 2019 will be a better year – if you are a member and have some ideas please contact the Group Chair with your suggestions.

IRMS Public Sector

Group Chair: Elizabeth Barber

IRMS Public Sector Group held four events over the year, which covered a whole series of different topics including a number of different aspects of GDPR, records management basics such as information asset registers and retention schedules, SharePoint, Information Architecture and Office 365. We finished off the year with our usual Christmas selection box of different aspects of records management, including how to sell records management using nudge theory.

I would like to thank all our speakers: Gary Shipsey, Emily Overton, Paul Gibbons, Michele Noad, David Bowen, Alan Shipman, Sarah Graham, Robert Bath, Richard Jeffrey-Cook, Graham Snow, James Lappin, Alison North and Alison Drew.

We attracted 142 individual delegates, representing 107 public sector organizations over the year. Some delegates attended all the events, some only one or two.

The mixture of our regular delegates and those who attend events due to interest in specific events makes for a great dynamic and results in very productive networking and exchange of ideas.

Jenny Obee stepped down from the team in September and we were pleased to welcome Gordon Wanless who will be looking after the finances. Sarah Graham continues to deal with all the communications for the Group. The 2019 programme also promises to be packed with interesting and thought provoking presentations.

I would personally like to thank the Groups Director and the Groups Officer and the other members of the Executive for their support this year.

IRMS Property

Group Chair: Jamie McDonald

2018 has been a challenging year for the IRMS Property Group on the events front - we had two events planned for the year, but due to circumstances beyond our control on both occasions we had to unfortunately cancel them.

However, on a more positive note I was able to attend the IRMS Conference in Brighton, for the first time as Chair of the Group. This provided me with the opportunity to speak to many of my fellow members of the IRMS about the Property Group and the kinds of events we have had in the past, the subjects we discuss and what we are looking to do in the future.

In 2019, we are hopeful of having two events (in June and November) – which we will publicise nearer the time.

IRMS SharePoint and Office 365 (SPOG)

Group Chair: Michele Noad

The SharePoint and Office 365 Group had a successful year. April 2018 saw the collaboration of SPOG, IRMS Ireland and the Public Records Office of Northern Ireland in providing an event for over 100 attendees. The feedback was fantastic and not only did our esteemed IRMS Chair present on GDPR, we also had the ICO and PRONI present on the forthcoming legislative requirements. In addition to this, Limerick City and County Council and Armagh Banbridge and Craigavon presented their journeys to compliance.

I then joined forces with the Public Sector Group in July to present my model for the journey to compliance, which has been fully endorsed by PRONI. Elizabeth Barber and I then held workshops on the use of Office 365.

In 2019, SPOG is again working with other regional groups. We've already had a joint venture with IRMS North and a joint event will be held with IRMS South West in November. I am planning to widen the remit of the group and encourage more members at a national level.

Financial Services and Independent Consultants Group

Financial Services Records Management Forum

Due to significant work pressures - specifically relating to new regulation - this group has not met this year. However, an event will have taken place after the time of writing and before the IRMS Conference 2019 at the Celtic Manor Resort in May!

Independent Consultants' Group

Notwithstanding a good initial response and degree of interest, feedback from members via the relevant blog has been minimal. Consequently, there have not been any events recently. However, I propose to engage with some members at the Annual Conference in May at the Celtic Manor Resort to gauge interest in any events and other activities.

