

29 March 2023

**PAPER CLASSIFICATION: OPEN**

**Minutes of the Meeting of the  
BOARD OF TRUSTEES  
held on Thursday, 16 March 2023 at 5.00 pm  
via Virtual Meeting**

Present: Professor Bob Cryan (President)  
Professor Timothy Dafforn  
Mrs Katy Deacon  
Ms Anni Feng  
Dr Andrew Harter  
Ms Samantha Hubbard  
Ms Rachel Hurst  
Miss Abbie Huty  
Dr Gopi Katragadda  
Dr Carol Marsh  
Professor Ronjon Nag  
Professor Paul Needham  
Professor Kate Sugden  
Sir Julian Young

In attendance: Mrs Toni Allen (Director of International Strategic Marketing and Engagement)  
Mr Ed Almond (Chief Executive and Secretary)  
Mr Richard Best (Director of IT and Digital Services)  
Mr David Bunyan (Director of Finance and Planning)  
Ms Morna Dason-Barber (Director of Human Resources)  
Mr Giles Grant (Director of Knowledge Services & Solutions)  
Mr Zaheed Hussein (General Counsel)  
Mr Christopher Knibb (Director of Governance and External Engagement)  
Ms Eloisa de la Maza (Governance Executive)  
Dr Laura Norton (Head of Equality, Diversity and Inclusion) (Minute 10)  
Ms Alex Taylor (Head of Strategic Engagement) (Minute 12)  
Mr Simon Timmis (Head of Brand, Digital and Impact Marketing) (Minute 13)  
Mr Simon White (Director of Change and Performance)  
Mr Andrew F Wilson (Head of Governance)

**1. Conflicts of Interest**

Apologies for absence were received from Dr Bicky Bhangu and Professor Sarah Spurgeon.

**2. Conflicts of Interest**

Mrs Allen, Mr Almond, Mr Bunyan, Mr Grant and Ms Hurst declared that they were directors of subsidiary companies owned by the IET.

**3. Subsidiary Companies**

- 3.1. Professor Cryan introduced and the Board noted a report on Subsidiary Companies (T(23)27).

3.2. The Board resolved:

3.2.1. to approve the granting of an indemnity to each office holder of the Charity's Associated Companies on the terms proposed in the template deeds circulated;

3.2.2. to authorise the Charity's General Counsel to finalise the deeds for execution;

3.2.3. to agree that any two Trustees, together with the Chief Executive and Secretary, be authorised to witness the sealing of the deeds on behalf of the Charity.

#### **4. Minutes**

The Minutes of the meeting held on 6 February 2023 (T(23)M1) were approved and signed as a correct record.

#### **5. Actions Taken or Outstanding**

5.1. Mr Wilson introduced and the Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(23)14).

5.2. With reference to Minute 6.2 of T(19)M7, Ms Richmond gave an oral report on Career Manager.

5.3. With reference to Minute 9.7.3 of T(23)M1, Mr Knibb recommended that the proposal from the Nominations and Succession Committee that IET spokespersons should always be IET members be rejected, because some IET spokespersons were non-members. The Board agreed to reject the proposal that IET spokespersons should always be IET members.

#### **6. Membership and Professional Registration**

6.1. Ms Richmond introduced and the Board noted a report on developing the Membership and Professional Registration Propositions (T(23)15).

6.2. The report drew attention to the fall in membership and the number of registered members over the past five years and concluded that:

- Many UK-based engineers for whom membership would be relevant were still not PEI members.
- No other Professional Engineering Institution had achieved significant growth success.
- Professional Registration remained associated with long-term membership.
- The value propositions for the IET-wide discipline appeal needed refining for both membership and Professional Registration.
- Reaching the micro-SME workforce was essential.
- COVID-19 impact had affected the membership pipeline.
- The IET's partnership programmes and central payment schemes for growth and retention were a critical success factor.
- Ease of doing business, data tracking and personalisation were critical success factors.
- The IET's KYC (MS Dynamics CRM) and RPS2 (Registration Process System) were key enabling platforms.

6.3. During discussion the following comments were made:

- 6.3.1. Ms Hubbard reported that the Membership and Professional Development Board had discussed the impact of the global political situation of membership recruitment and retention outside the UK and agreed that attention should be concentrated on the UK market, particularly through partnership schemes.
- 6.3.2. Sir Julian Young suggested that the IET should consider working co-operatively with other Professional Engineering Institutions, the Engineering Council and the Royal Academy of Engineering in addressing membership recruitment in the UK.
- 6.3.3. Professor Dafforn suggested that the IET should increase efforts to recruit members employed by the UK Government. He commented that the engineering student community was unaware of the membership value proposition of the Professional Engineering Institutions.

## **7. See Confidential Minute**

## **8. Gender Pay Gap Report**

Ms Dason-Barber introduced and the Board noted the annual Gender Pay Gap Report for 2022 (T(23)17(revised)).

## **9. Special General Meeting**

9.1. Mr Wilson introduced and the Board noted a Resolution for the Special General Meeting to be held on 15 June 2023 (T(23)19).

9.2. The Board resolved:

THAT, conditional upon the approval of Resolution 3 below, Articles 5 and 10 of the Institution's Royal Charter be amended in the manner shown in column 2 of the document marked "A" annexed hereto subject to any further amendments required by the Lords of His Majesty's Most Honourable Privy Council and which are agreed by the Board of Trustees of the Institution.

## **10. Equality, Diversity and Inclusion Report**

10.1. Dr Norton introduced and the Board noted the annual Equality, Diversity and Inclusion Report (T(23)18).

10.2. It was noted that the report concentrated on UK activities, but it was intended to widen coverage in future years. The IET had supported RS Components and the Association for Black and Minority Ethnic Engineers in arranging the annual Reflect event in London, which addressed the underrepresentation of people from the global ethnic majority in STEM.

10.3. Following discussion the Board approved the report on *Equality, Diversity and Inclusion: A Year in Review 2022* for publication.

## **11. Loyal Address**

11.1. Mr Wilson introduced and the Board noted a proposal for a Loyal Address (T(23)20).

11.2. The Board approved the Loyal Address to HM King Charles III and agreed that it be published on the day of his Coronation.

## **12. Policy Oversight Committee**

- 12.1. Professor Dafforn introduced and the Board noted a report on changes to the delivery of UK Policy and Insight initiatives (T(23)21).
- 12.2. It was noted that member surveys had indicated that members wanted the IET to do better at representing engineering with the UK Government. The Policy and Insight Panels were responsible for a great deal of output, but insufficient focus on outcome meant that it was of inconsistent quality and had limited impact. There was no longer an evident strategy behind the topics selected and there was limited connection with Government.
- 12.3. The creation of the Policy Oversight Committee would address some of the problems and it was intended that the IET could become the natural first port of call for policymakers seeking credible, independent advice relating to engineering and technology. The next step would be to professionalise the IET approach to policy.
- 12.4. It was noted that a proposal for the initial membership of the Policy Oversight Committee would be submitted to the next meeting of the Nominations and Succession Committee.
- 12.5. During discussion the following comments were made:
  - 12.5.1. Professor Nag drew attention to the IEEE-USA Congressional Fellowship programme, which embedded engineers in the national government.
  - 12.5.2. Dr Marsh commented that training in public policy would be appreciated by the Chairs of the Policy and Insight Committees.
  - 12.5.3. Ms Hurst suggested that the IET should consider working co-operatively with other Professional Engineering Institutions and the Royal Academy of Engineering.
- 12.6. Mrs Allen introduced and the Board noted a proposal to partner with the IEEE at the 2023 United Nations Climate Change Conference (COP28) to be held in Dubai from 30 November to 12 December 2023 (T(23)22). The IET had already decided to attend COP28 and this was not dependent on partnership with the IEEE.
- 12.7. Following discussion the Board agreed to accept the proposal from the IEEE.

## **13. Corporate Communications**

- 13.1. Mr Timmis presented a report on Corporate Communications, including the activities undertaken by the Corporate Communications Team during 2022 (T(23)23).
- 13.2. During discussion the following comments were made about topics for focus in the current year:
  - 13.2.1. Professor Nag drew attention to the issue of the large number of unemployed mature engineers.
  - 13.2.2. Professor Needham drew attention to the shortfall in the number of engineering graduates in the UK.

## **14. Chief Executive and Secretary's Report**

- 14.1. The Board noted a report from the Chief Executive and Secretary (T(23)24).

14.2. Mr Almond reported that the Engineering Council had indicated its intention to withdraw its support from the Engineering Accreditation Board, an independent body, made up of the professional engineering institutions licensed by the Engineering Council to accredit academic programmes for both Incorporated Engineer and Chartered Engineer status. The IET was willing to provide the secretariat for the Board if required.

**15. Know Your Customer**

The Board noted a progress report on the Know Your Customer Project (T(23)25).

**16. Staff EDI Survey**

The Board noted a report on the results of the 2022 Staff EDI Survey (T(23)26).

**17. Feedback on Board Meeting**

The President invited Trustees to give feedback on the Board of Trustees meeting.

**18. Classification of Board Papers**

18.1. The Board noted that eight of the papers that had been considered at the meeting were Private and Confidential. The Private and Confidential papers had been so-classified because they contained:

18.1.1. information relating to negotiations, commercial or otherwise, where disclosure could prejudice the IET's position, or could prejudice future negotiations of a similar nature;

18.1.2. reference to minutes of or the proceedings or business of a committee or other group which has been marked Private and Confidential by that Board or Committee;

18.1.3. information which if disclosed might result in premature publicity of courses of action that might not, in the end, be followed;

18.1.4. legal advice or Counsel's opinion, or were otherwise covered by legal professional privilege or concerned active legal proceedings;

18.1.5. information considered confidential to a third-party relationship, or which could be used externally to create legal challenge, reputational risk or commercial advantage.

**19. Date of Next Meeting**

Thursday, 4 May 2023 at 5.00 pm.