

19 May 2020

**PAPER CLASSIFICATION: OPEN**

**Minutes of the Meeting of the  
BOARD OF TRUSTEES  
held on Monday, 11 May 2020 at 5.00 pm  
via telephone conference call**

Present: Dr Peter Bonfield (President)  
Miss Yewande Akinola  
Dr Colin Arthur  
Dr Ian Belger  
Professor Phil Blythe  
Ms Jayne Bryant  
Mr Mike Carr  
Mr Joe Dunn  
Professor Danielle George  
Dr Simon Harrison  
Dr Andy Harter  
Miss Samantha Hubbard  
Dr Gopi Katragadda  
Ms Dawn Ohlson  
Ms Alyssa Randall  
Air Marshal Sir Julian Young

By invitation: Dr Imran Shafique Ansari (Minute 8)

In attendance: Ms Toni Allen (Director of International Strategic Marketing and Engagement)  
Mr Ed Almond (Director of Finance and Planning)  
Mr Andrew Altmann (Head of Commercial and Business Development) (Minute 4)  
Ms Kelly Bishop (Strategic Planning Manager) (Minutes 6-7)  
Mr Richard Best (Director of IT and Digital Services)  
Mr Vincent Cassidy (Head of Academic Markets) (Minute 4)  
Ms Morna Dason-Barber (HR Director)  
Mr Simon Edwards (Director of Governance and External Engagement)  
Mr Nigel Fine (Chief Executive and Secretary)  
Mr Giles Grant (Director of Knowledge)  
Ms Eloisa de la Maza (Governance Executive)  
Ms Michelle Richmond (Director of Membership and Professional Development)  
Ms Liz Truett (Young Professionals Strategic Development Manager) (Minute 8)  
Mr Andrew F Wilson (Head of Governance)

**1. Conflicts of Interest**

There were no conflicts of interest declared.

**2. Minutes**

The Minutes of the meeting held on 19 March 2020 (T(20)M2) were approved and signed as a correct record.

### **3. Actions Taken or Outstanding**

Mr Edwards introduced and the Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(20)27).

### **4. See Confidential Minute**

### **5. COVID-19**

- 5.1. Mr Fine gave an oral report on matters concerning COVID-19. He also drew attention to the detailed report in Appendix A to T(20)33.
- 5.2. It was noted that staff in the UK continued to work from home, where possible, and employees who were unable to work through no fault of their own had been placed on furlough leave. The reopening of offices in the UK would be considered when Government regulations allowed. The IET offices in China and Hong Kong SAR had reopened, but the offices in India and the USA remained closed, with staff working from home.
- 5.3. The Members Annual Information Event, including the Annual General Meeting, on 14 May 2020 had been postponed and would be rescheduled following Board of Trustees approval of the Annual Report and Accounts for the year ended 31 December 2019.

### **6. Finance and Performance**

- 6.1. Mr Almond introduced and the Board noted a report on the finance and KPI performance of the IET (T(20)28).
- 6.2. It was noted that additional budget drawn from reserves was required in response to the pandemic, currently estimated at circa £3m (excluding any impact arising out of deferment or loss of the International Broadcasting Convention (IBC)). Losses had also been incurred within IET's investment portfolio and some impact was expected on defined benefit scheme liabilities.
- 6.3. It was noted that further work was underway to identify other impacts, mitigations and sensitivities in the shorter and medium term but, while further financial impacts remained uncertain, the IET General Reserve coverage remained sufficient to absorb some further impacts should they crystallise.
- 6.4. See Confidential Minute.
- 6.5. A further report would be made to the Board of Trustees in June 2020.

### **7. Strategic Development**

- 7.1. Ms Bishop introduced and the Board noted a report on Strategic Development (T(20)29).
- 7.2. She reported on the further development of the strategic framework that had been agreed in 2019. The twelve objectives defined in the framework had been grouped into five strategic themes in order to better integrate the strategy across the Institution. The five societal challenges of Sustainable Planet, Healthy Lives, Digital Futures, Smart Infrastructure and Smart Manufacture would be supported by the strategic themes. Two of the challenges, Digital Futures and Sustainable Planet, had been prioritised for immediate focus, with the others to be addressed later. It was proposed that Healthy Lives be the third challenge to be progressed. The strategic themes and societal challenges would be central to a 10-year strategy known as 'IET

2030' which would be developed during 2020. Extending the strategic planning horizon to ten years was intended to encourage more ambitious thinking within the Institution.

7.3. Trustees were asked to send specific comments on the report to Ms Bishop.

## **8. Young Professionals**

8.1. The President welcomed Dr Ansari, Chair of the Young Professionals Community Committee, to the meeting and invited him to address the Board.

8.2. Dr Ansari introduced and the Board noted a report from the Young Professionals Community Committee (T(20)31).

8.3. He provided detailed information about the recent work of the Committee and the outcome of the recent Young Professionals Community Volunteer Conference held in Bangalore, where the main topic of discussion had been the potential for new and existing initiatives to support and expand the Young Professional volunteering community and the wider Young Professional membership.

8.4. Mr Dunn commented on the wide range of activities covered by the Committee. Dr Arthur commented on the need to co-ordinate the Young Professionals Strategy with other strategies being developed in the IET. Ms Ohlson commented that whilst the Committee reported through the Communities Resourcing Committee to the Knowledge Services and Solutions Board, its interests also overlapped a great deal with the Volunteer Engagement Board.

8.5. The President thanked Dr Ansari for his report.

## **9. Membership Subscriptions**

9.1. Professor Blythe introduced and the Board noted a proposal on Membership Subscriptions (T(20)30).

9.2. Following discussion the Board agreed that in view of the changes to parameters relating to the COVID-19 pandemic since the paper had been agreed by the Membership and Professional Development Board, the proposal should be reviewed again by that Board to decide what level of increase to Membership Subscriptions would allow funding for IET services to continue, would include appropriate concessions for members experiencing hardship, and would present a positive message to the membership.

9.3. It was noted that the Membership and Professional Development Board would meet later in the week and a proposal would be brought to the next meeting of the Board of Trustees.

## **10. Michael Faraday House**

Mr Almond introduced and the Board noted a progress report on the refurbishment of Michael Faraday House (T(20)32).

## **11. Main Boards**

Dr Harrison, Professor Blythe and Ms Ohlson gave brief oral reports from the three Main Boards.

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

- 12.1. The Board noted a report from the Chief Executive and Secretary (T(20)33).
- 12.2. The President commented on the IET's activities in response to the COVID-19 pandemic and a challenge he planned to put to the membership to come forward with ways in which engineering and technology could assist a safe return to work in coming months.

## **13. UK Cyber Security Council**

The Board noted a report on the UK Cyber Security Council (T(20)34). Mr Edwards undertook to provide further information about the Council to Dr Belger, Ms Bryant and Dr Harrison.

## **14. 150th Anniversary of the IET**

The Board noted a progress report on plans for the 150th Anniversary of the IET (T(20)35).

## **15. Council**

The Board noted a report from Council (T(20)36).

## **16. IET Academy**

The Board noted a progress report on the IET Academy (T(20)37).

## **17. Know Your Customer**

The Board noted a progress report on the Know Your Customer Project (T(20)38).

## **18. IET Fundraising Campaign**

The Board noted the annual report on the IET Fundraising Campaign (T(20)39).

## **19. Health & Safety**

The Board noted the annual report on Health & Safety (T(20)40).

## **20. Feedback on Board Meeting**

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

## **21. Classification of Board Papers**

- 21.1. The Board noted that nine 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:
  - 21.1.1. information relating to negotiations, commercial or otherwise, where disclosure could prejudice the IET's position, or could prejudice future negotiations of a similar nature;
  - 21.1.2. 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;
  - 21.1.3. information which if disclosed might result in premature publicity of courses of action that might not, in the end, be followed;

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

21.1.5. information which could be used externally to create legal challenge, reputational risk or commercial advantage.

**22. Dates of Next Meetings**

22.1. Friday, 22 May 2020 at 3.00 pm (virtual meeting).

22.2. Friday, 5 June 2020 at 2.00 pm (virtual meeting).