

26 May 2020

PAPER CLASSIFICATION: OPEN

**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Friday, 22 May 2020 at 3.00 pm
via telephone conference call**

Present: Dr Peter Bonfield (President)
Dr Colin Arthur
Dr Ian Belger
Professor Phil Blythe (Minutes 1-5)
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 Alyssa Randall
Air Marshal Sir Julian Young

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)
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)
Mr Andrew F Wilson (Head of Governance)

1. Apologies for Absence

Apologies for absence were received from Miss Yewande Akinola and Ms Dawn Ohlson.

2. Conflicts of Interest

There were no conflicts of interest declared.

3. Minutes

The Minutes of the meeting held on 11 May 2020 (T(20)M3) were approved and signed as a correct record.

4. See Confidential Minute

5. See Confidential Minute

6. Know Your Customer

6.1. Mr Best introduced and the Board noted a proposal on the Know Your Customer Project (T(20)38). The Board noted the overall update to the Know Your Customer Programme and the revised timeline.

6.2. Following discussion the Board approved the proposed revised approach to the sign-off of the Design Stage business justification and budget for Phase 3. The Board agreed:

6.2.1. that the Design Stage business justification should be considered between the meetings of the Board of Trustees in June and September 2020;

6.2.2. to delegate the authority to review the business justification and agree the budget for the Design Stage to the project's Trustee Champions;

6.2.3. that the outcome should be reported back to the Board of Trustees in September 2020.

7. Feedback on Board Meeting

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

8. Classification of Board Papers

8.1. 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:

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

8.1.2. 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;

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

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

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

9. Date of Next Meeting

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