

12 June 2020

PAPER CLASSIFICATION: OPEN

**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Friday, 5 June 2020 at 1.00 pm
via virtual meeting**

- Present: Dr Peter Bonfield (President)
Miss Yewande Akinola
Dr Colin Arthur (Minutes 11-20)
Dr Ian Belger (Minutes 11-20)
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
- By invitation: Professor Amanda Dowd (Chair, Foothold) (Minute 11)
Ms Jane Petit (Chief Executive Officer, Foothold) (Minute 11))
- In attendance: Ms Toni Allen (Director of International Strategic Marketing and Engagement)
Mr Ed Almond (Director of Finance and Planning)
Mr Richard Best (Director of IT and Digital Services)
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)
Mr Mike Harding (Director of Business Performance and Planning Director) (Minute 7)
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 Air Marshal Sir Julian Young.

2. Conflicts of Interest

There were no conflicts of interest declared.

3. Minutes

The Minutes of the meeting held on 22 May 2020 (T(20)M4) were approved and signed as a correct record.

4. 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)43).

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)49.
- 5.2. It was noted that following the announcement by UK Government on 10 May 2020 of a recovery from COVID-19 strategy, and subsequent guidance for working safely in offices, work had been completed to allow the safe reopening of Michael Faraday House in Stevenage. A risk assessment and workplace rules for the building had been published on the IET website.
- 5.3. Dr Bonfield reported on the IET President's Challenge which had been launched on 5 June 2020. The challenge to IET members was to tell the IET how engineering and technology could get nations back to school and work, and submit ideas involving technology unlocking the lockdowns.

6. Strategy Meeting

Dr Bonfield summarised the issues covered at the Trustees and Council Strategy Input Meeting held in the morning.

7. Finance and Performance

Mr Almond gave an oral report on the finance and performance of the IET. He expanded on the presentation given in the morning to the Trustees and Council Strategy Input Meeting by drawing attention to a number of forecast improvements and summarised the situation with regards to the International Broadcasting Convention in 2020.

8. Michael Faraday House

- 8.1. Mr Almond introduced and the Board noted a proposal for the construction of a car park structure and associated works as part of the first phase of the refurbishment of Michael Faraday House (T(20)44(revised)).
- 8.2. Following discussion the Board agreed that a contract should be placed within the agreed budget, with expected completion in January 2021, subject to the receipt of agreement to the amendment of planning consent.
- 8.3. The Board agreed that the proposal for funding of the second phase of the refurbishment of Michael Faraday House should be considered by the Finance and Investment Committee and the Board of Trustees at their respective meetings on 7 September 2020. In addition, a briefing meeting on the project for the Board of Trustees should be held in August 2020.

9. India New Entity Short-term Cash Advances

- 9.1. Mr Almond introduced and the Board noted a proposal for India New Entity Short-term Cash Advances (T(20)45).

9.2. Following discussion the Board approved short-term cash advances for IET Solutions (India) Private Limited up to a maximum limit, at any one point in time, of INR 11,000,000 (circa GBP 117,000) representing up to 6 months operational expenditure.

10. Nominations and Succession Committee

10.1. Mr Edwards introduced and the Board noted a report from the Nominations and Succession Committee (T(20)46(revised)).

10.2. Following discussion the Board approved:

10.2.1. the allocation of newly elected Council members to the three Main Boards for the next Session:

Ms Kerrine Bryan	Knowledge Services and Solutions Board
Miss Justina Ho	Knowledge Services and Solutions Board
Mr Ian MacGillivray	Volunteer Engagement Board
Dr Carol Marsh	Membership and Professional Development Board
Ms Orla Murphy	Membership and Professional Development Board
Professor Ian Phillips	Volunteer Engagement Board

10.2.2. the appointment of three Ordinary Members of Council from 1 October 2020 and their allocation to the three Main Boards:

Mr John Cowburn	Knowledge Services and Solutions Board
Miss Anni Feng	Volunteer Engagement Board
Mr Adam Pocock	Membership and Professional Development Board

10.2.3. the appointment of three Ordinary Members of Council from 1 October 2020, to fill the current 1-year casual vacancies, and their allocation to the three Main Boards:

Dr Ronjon Nag	Knowledge Services and Solutions Board
Dr Edward He	Membership and Professional Development Board
Mr Sam Presley	Volunteer Engagement Board

10.2.4. the Chairs of the Main Boards and Committees for the Session 2020/21:

Knowledge Services and Solutions Board	Dr Bicky Bhangu
Membership and Professional Development Board	Professor Phil Blythe (to continue)
Volunteer Engagement Board	Ms Dawn Ohlson (to continue)
Audit and Risk Process Committee	Professor Bob Cryan
Finance and Investment Committee	Air Marshal Sir Julian Young (to continue)
Nominations and Succession Committee	Dr Peter Bonfield
Remuneration Committee	Air Marshal Sir Julian Young

10.2.5. Deputy Presidents to serve as members of the Main Boards for the Session 2020/21:

Knowledge Services and Solutions Board	Professor Bob Cryan
Membership and Professional Development Board	Air Marshal Sir Julian Young
Volunteer Engagement Board	Professor Bob Cryan

10.2.6. the Chairs of the Policy Panels, Policy Groups and Sector Executive Panels for the Session 2020/21:

Panel	Chair		Appointed
Built Environment Sector Executive Panel	Mr Blane Judd	Continuing	2016
Design and Production Sector Executive Panel	Mr Jeremy Hadall	Continuing	2016
Digital Panel	Mr Chris Cartwright Mr Nick Coleman	Continuing	2019
Education and Skills Policy Panel	Ms Yvonne Baker Mr Graham Herries	Continuing Continuing	2018 2018
Energy Policy Panel	Mr Craig Lucas	Continuing	2019
Energy Sector Executive Panel	Mr Duncan Botting Ms Olivia Carpenter-Lomax	Continuing New	2015 2020
Engineering Policy Group – Northern Ireland	Professor Roger Woods	Continuing	2019
Engineering Policy Group – Scotland	Mr Robin MacLaren	Continuing	2018
Health and Safety Policy Panel	Mr Malcom Sarstedt	Continuing	2013
Healthcare Executive Panel	Dr Peter Bannister	Continuing	2017
Innovation and Emerging Technologies Policy Panel	Professor Tim Dafforn	New	2020
Manufacturing Policy Panel	Mr Steve Evans	Continuing	2010
Transport Policy Panel	Mr Darren Capes	Continuing	2019
Transport Sector Executive Panel	Mr Tim Gammons	Continuing	2017

10.2.7. The representatives on the Board of Foothold, the Institution of Engineering and Technology Benevolent Fund, for the Session 2020/21:

Mr Richard Spalding (re-appointed for one year)
Professor Kate Sugden (Trustee) (appointed for three years)

- 10.3. The Board discussed the proposals for Honorary Fellowship. It agreed to ask the Chair of the Nominations and Succession Committee to set up a Working Party to review the proposals and ensure that they reflected the values of the IET and the 150th anniversary for diversity and inclusion.

11. Foothold

- 11.1. The President welcomed Professor Amanda Dowd (Chair) and Ms Jane Petit (Chief Executive Officer), who attended the meeting on behalf of Foothold, the IET Benevolent Fund.
- 11.2. Professor Dowd and Ms Petit presented a report on the strategy and recent activities of Foothold and plans for the next six months (T(20)47).
- 11.3. A number of comments were made about the recently launched Foothold app and the level of activity in response to the COVID-19 situation.

12. Risk Strategy and Appetite

- 12.1. Mr Edwards introduced and the Board noted a report from the Risk Appetite Working Party and proposals concerning the Risk Appetite of the IET (T(20)48).
- 12.2. Following discussion the Board approved the updated Risk Strategy document and agreed that extra information on risk appetite be included in the risk section of Board and Committee papers.

13. Chief Executive and Secretary's Report

- 13.1. Mr Fine introduced and the Board noted a report from the Chief Executive and Secretary (T(20)49).
- 13.2. The Board welcomed Ms Toni Allen, who had recently joined the IET as Director of International Strategic Marketing and Engagement.

14. Remuneration Committee

The Board noted a report from the Remuneration Committee (T(20)50).

15. 150th Anniversary of the IET

The Board noted a progress report on plans for the 150th Anniversary of the IET (T(20)51).

16. Women's Engineering Society

Mr Wilson introduced and the Board noted a report on the Women's Engineering Society time capsule (T(20)52).

17. Vote of Thanks

The President proposed a Vote of Thanks to Mr Andrew F Wilson, on the occasion of the 40th anniversary of his employment by the Institution.

18. Feedback on Board Meeting

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

19. Classification of Board Papers

- 19.1. 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:
 - 19.1.1. information relating to negotiations, commercial or otherwise, where disclosure could prejudice the IET's position, or could prejudice future negotiations of a similar nature;
 - 19.1.2. 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;
 - 19.1.3. information which if disclosed might result in premature publicity of courses of action that might not, in the end, be followed;
 - 19.1.4. legal advice or Counsel's opinion, or were otherwise covered by legal professional privilege or concerned active legal proceedings;

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

20. Dates of Next Meetings

20.1. July 2020 (to be arranged) (virtual meeting).

20.2. Monday, 7 September 2020 at 4.00 pm (virtual meeting).