The Institution of Engineering and Technology

Paper Number
CO(20)18

26 August 2020

PAPER CLASSIFICATION: OPEN

Council

COUNCIL ANNUAL REPORT 2019-20

(Note by Peter Ward. If you have any questions on this paper before the meeting please contact Mr Andrew F Wilson on +44 (0)20 7344 5415 or by email afwilson@theiet.org)

1. Issue

To provide a report to Council on its activities during the Session 2019-20, to add to reports from previous Sessions and to maintain an ongoing summary of issues addressed by Council.

2. Timing

Council meeting, 1 October 2020.

3. For Note

Council is invited to note this report and to reflect on the outcomes from the year's work.

4. Introduction

This document provides a short report on the work of Council in 2019-20. It is intended to record what was achieved and help orientate members about the work of Council for the coming 2020-21 Session.

5. Methods of Work of Council

5.1. Council's September 2019 meeting was held physically in Savoy Place. Its January 2020 meeting was held virtually over Skype. Its March and June meetings were held virtually over Zoom.

5.2. It was noted that Zoom was preferable to Skype for a virtual meeting of 40+ people.

5.3. Council consistently used the "World Café" methodology at its meetings to collect views and develop its thinking on particular issues and to encourage interaction between its members. Introduced two Sessions ago and refined for use on Zoom this year, it worked well again this Session.

5.4. As is normal, the January meeting was held without the presence of Trustee representatives.

5.5. All other meetings included a number of Trustees who were welcomed as active members of the meetings including the World Café discussions. In these meetings Council received oral reports from the President and the Chairs of the Main Boards about what had been discussed at their recent meetings.

5.6. SharePoint was used for holding files of general interest and Yammer was used extensively as a discussion forum for members. Increasingly, files were made available in Yammer rather than SharePoint for ease of access and for direct discussion. Yammer was also used as a tool within which to approve papers for their timely submission to the Board of Trustees.

6. Achievements

6.1. Council's most important achievements were related to its formal terms of reference:

- Advising the Board of Trustees on the direction and strategy of the IET
- Communicating views which are representative of the membership
- Monitoring the governance of the IET and promoting continuous improvement.

6.2. Council is well placed to offer support to the information flows needed between the Main Boards and to the Board of Trustees. Council is a very diverse international group and can contribute to good governance and decision-making. An example of this is the time that has been taken during this session to help the IET to focus on making the IET@150 celebrations as international as possible.

6.3. Around 10 recommendations documents were written by Council during the 2019-20 Session for the Board of Trustees. These are available in the Council Windows 365 area, either in SharePoint or Yammer. The papers created by and for Council are listed in Appendix A.

6.4. The 2019-20 Session has seen 3 World Café discussions take place plus a purely online discussion. These 4 discussions have each generated recommendations for the Board of Trustees. These have been:

- September 2019: President's Themes
- January 2020: IET@150 celebrations
- March 2020: 2019 Member Survey
- June 2020: COVID-19 Recovery

6.5. The recommendations for the IET@150 celebrations were delivered specifically to Professor Danielle George, incoming President for the 2020-21 Session, whose responsibility it will be to oversee the celebrations.

6.6. In the 2018-19 Session an external governance review of the IET was performed. This was a major focus for Council's Monitoring Governance Working Party (MGWP) in that Session. Subsequently in the 2019-20 Session there was no governance work and so the MGWP did not need to engage in any depth.

6.7. Ms Faye Banks represented Council on the IET's Sustainable Planet Working Group. Her contribution was much appreciated.

6.8. Ms Mamta Singh and Ms Faye Banks represented Council on the IET's IET@150 Advisory Group. Their commitment was valued.

6.9. Appreciation and recognition of the value of Council advice to the Board of Trustees was fed back to Council during the 2019-20 Session. It is worth noting that the President of the Board of Trustees opined that respect for Council by the Board had improved during the Session as a result of its ongoing relevant and timely submissions.

6.10. Council maintained its visibility by publishing regular updates in IET Member News. These were written by Dr Ejay Nsugbe and Ms Faye Banks, to whom many thanks.

6.11. Chair of Council delivered a report on 2019 activities at the Members' Annual Information Event in September 2020. The report had previously been agreed by Council (document CO(20)8).

6.12. Chair of Council wrote the Welcome for the August Volunteer Update.

7. Internal Effectiveness of Council

7.1. Council maintained its approach to voting created for the previous Session, whereby voting for certain roles was performed in parallel rather than in sequence. This approach is now embedded, is understood by Council members, and can now be considered normal.

7.2. The contributions of Council have been strengthened by the timely approval of recommendations reports on Yammer. An example of this is the Recovery recommendations report which was begun with Yammer discussions in early June, received its main contributions during the June World Café workgroups, had further comments until mid-June, was written up in mid-June, accepted by Council later in June, and then submitted to the Board of Trustees and President's Challenge before the end of the month.

7.3. All of the Council face-to-face meetings, Skype calls and Zoom meetings included a brief period for reflection and feedback to seek improvements for the way the meeting worked. Feedback was generally very positive. One decision taken for March 2020 was to move from Skype to Zoom, a change which improved member engagement.

8. Risk

None known.

9. Resources

None known.

Appendix A

Papers and Reports Generated by and for Council

All these are available in the Council Sharepoint space under “Council Papers > 2019-20 session”.

October 2019

CO(19)M5	Minutes from previous meeting
CO(19)A5	Agenda
CO(19)27	Actions taken
CO(19)28	Council annual report
CO(19)29	Aggregated set of 3 recommendations to Board of Trustees
CO(19)30	Constitution and Terms of Reference
CO(19)31	Council business for the session
CO(19)32	Strategic framework
CO(19)33	President’s themes, input to World Café
CO(19)34	Climate change recommendations to Board of Trustees
CO(19)35	150-year strategy recommendations to Board of Trustees
CO(19)36	CAT annual report
CO(19)37	MGWP annual report

January 2020

(no code)	Agenda
CO(20)1	Responses to Council from Board of Trustees regarding CO(19)29
CO(20)2	IET@150 plans, input to online discussion
CO(20)3	ED&I report to Council
(no code)	ED&I Strategy

March 2020

CO(20)M1	Minutes from October meeting
CO(20)A1	Agenda
CO(20)4	IET@150 recommendations to Professor Danielle George, incoming President
CO(20)5	Actions taken
CO(20)6	Member Survey report to Council, input to World Café
CO(20)7	Council’s strategy report to Board of Trustees
CO(20)8	Council report to IET AGM (MAIE)

June 2020

CO(20)M2	Minutes from March meeting
CO(20)A2	Agenda
CO(20)9	Member Survey recommendations to Board of Trustees
CO(20)10	Actions taken
CO(20)11	World Café input, Recovery
CO(20)12	IET@150 status update
CO(20)13	Sustainable Planet status update
CO(20)14	MGWP report
CO(20)15	ED&I status update
CO(20)16	Recovery recommendations (post-meeting document)