

15 February 2021

PAPER CLASSIFICATION: OPEN

**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Thursday, 4 February 2021 at 5.00 pm
via virtual meeting**

Present: Professor Danielle George (President)
Miss Yewande Akinola
Dr Colin Arthur
Dr Ian Belger
Professor Phil Blythe
Dr Peter Bonfield
Professor Bob Cryan (Minutes 1-15)
Mr Joe Dunn
Dr Andy Harter
Ms Rachel Hurst
Dr Gopi Katragadda
Professor Paul Needham
Ms Dawn Ohlson
Professor Kate Sugden
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 Richard Best (Director of IT and Digital Services)
Mr Vincent Cassidy (Head of Academic Markets) (Minute 8)
Ms Morna Dason-Barber (Director of Human Resources)
Mr Simon Edwards (Director of Governance and External Engagement)
Mr Nigel Fine (Chief Executive and Secretary)
Mr Giles Grant (Director of Knowledge)
Mr Chris Knibb (Head of Corporate Communications) (Minute 12)
Mr David Lakin (Education 5-19 Manager) (Minute 13)
Ms Eloisa de la Maza (Governance Executive)
Ms Michelle Richmond (Director of Membership and Professional Development)
Mr Simon Timmis (Head of Brand, Digital and Impact Marketing) (Minutes 12-13)
Mr Andrew F Wilson (Head of Governance)

1. Apologies for Absence

Apologies for absence were received from Dr Bicky Bhangu.

2. Conflicts of Interest

No conflicts of interest were declared.

3. Minutes

The Minutes of the meeting held on 6 November 2020 (T(20)M9) were approved and signed as a correct record.

4. Actions Taken or Outstanding

- 4.1. Mr Edwards introduced and the Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(21)1).
- 4.2. With reference to Minute 5.3 of T(20)M7, it was noted that the contract for the refurbishment of Michael Faraday House had been signed.
- 4.3. With reference to Minute 10.2 of T(20)M9, it was noted that the Chief Executive and Secretary had signed the Statutory Documentation required by the Pensions Regulator.

5. COVID-19

- 5.1. Mr Fine gave an oral report on matters concerning COVID-19 and drew attention to the written report in Appendix B to T(21)12.
- 5.2. The Board noted with sadness the recent death of Ms Georgina Fippen, Content Quality Assurance Co-ordinator.
- 5.3. Mr Fine reported that the majority of staff remained working from home. The temporary accommodation at the Fujitsu Building in Stevenage had been prepared and essential roles which could only be performed from the office would be transferred from Michael Faraday House in early February 2021.
- 5.4. Ms Hurst asked about the impact of the current flexible working arrangements for IET staff on the future usage of the IET buildings. Mr Almond replied to a question about IT equipment and furniture loans to home-working staff.

6. Finance and Performance

Mr Almond gave an oral report on the finance and performance of the IET and drew attention to the management accounts in paper T(21)12. The external audit had now begun and the end of year accounts would be reported to the next meeting of the Board.

7. IET Plan and Budget

- 7.1. Mr Almond introduced and the Board noted a proposal for the finalised KPI targets for 2021-23 (T(21)2).
- 7.2. The Board noted that the proposal had not been discussed beforehand with the Trustees previously assigned to reviewing the KPIs and it was agreed that this practice should be reinstated.
- 7.3. The Board discussed the reduction to the KPIs for the annual number of IET members achieving Engineering Council registered status, particularly EngTech and ICTTech, the annual number of young people, parents and teachers engaged with an IET education initiative or resource, and the annual number of members under the age of 40 (excluding students, apprentices and members in China and India) and the staff explained the reason for the lower performance over the past year.
- 7.4. During discussion Trustees commented that the large-scale reduction in the KPI for the annual numbers of young people, parents and teachers engaged with an IET education initiative / resource was disappointing given the market demand during the first phase of the COVID-19 pandemic. It was agreed that the staff should review the initiatives and resources planned for 2021 and propose alternatives.

7.5. Following discussion the Board approved the finalised KPI targets for 2021-23.

8. Inspec Programme of Work

See Confidential Minute.

9. Members Annual Information Event

9.1. Mr Wilson introduced and the Board noted the notice for the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, to be held on 13 May 2021 (T(21)4).

9.2. Following discussion the Board:

9.2.1. agreed that the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, be held as a virtual event on 13 May 2021, providing the Annual Report and Accounts were available on time;

9.2.2. approved the notice of the Members Annual Information Event, including the Annual General Meeting, and agreed that it be published in *Engineering & Technology (E&T)* magazine in early 2021.

10. Modern Slavery Act

10.1. Mr Edwards introduced and the Board noted the proposed annual Modern Slavery Act compliance statement (T(21)5).

10.2. Following discussion the Board approved the Transparency in Supply Chains (TISC) statement.

11. Reports from Committees

11.1. Professor Cryan introduced and the Board noted a report from the Audit and Risk Process Committee (T(21)6).

11.2. Following discussion the Board approved the audit fee of £55,900 (exclusive of VAT) for 2021.

11.3. Sir Julian Young introduced and the Board noted a report from the Finance and Investment Committee (T(21)7). He drew attention to the statement on the IET Reserves Policy.

12. 150th Anniversary of the IET

12.1. The President introduced and the Board noted a progress report on plans for the 150th Anniversary of the IET (T(21)8).

12.2. Mr Knibb and Mr Timmis gave a detailed report on the use of the Global Volunteer Engagement Fund, the Children's Fiction Prize, the Fashion District Manufacturing Futures Prize, Engineering Open House Day, an exhibition at Savoy Place and the Global Youth Campaign. It was noted that all activities had been monitored in terms of COVID-19 risk assessments and most face-to-face events had been re-designed as virtual events.

13. Junior Club

13.1. Mr Lakin introduced and the Board noted a progress report on plans for a Junior Club, an engineering-related club for children (T(21)9).

13.2. A proposal for a feasibility pilot in the second half of 2021, targeting 8-11-year olds at junior school in the UK, was planned to progress through the IET's internal project approval process. The pilot might lead to a proposal for a full-scale activity from 2022, in which case a formal proposal would be reviewed by the Membership and Professional Development Board in January 2022 and the Board of Trustees in February 2022.

13.3. During discussion Trustees commented on the desirability of new initiatives to reach children and schools to establish awareness and understanding of engineering. However, the fragmentation of STEM approaches to schools education needed to be addressed. Dr Katragadda commented on the relevance of the proposals for the IET in India.

14. Trustees Annual Report

14.1. Mr Almond introduced and the Board noted the draft IET Trustees Annual Report for the year ended 31 December 2020 (T(21)10).

14.2. It was agreed that Trustees should send any detailed comments on the draft to Mr Almond by 12 February 2021.

15. Main Boards

15.1. The Board received routine oral reports from the Chairs of the three Main Boards:

15.1.1. Knowledge Services and Solutions Board: Mr Grant on behalf of Dr Bhangu;

15.1.2. Membership and Professional Development Board: Professor Blythe;

15.1.3. Volunteer Engagement Board: Ms Ohlson.

16. Election of Trustees

The Board noted a report on the election of Trustees without need for a ballot (T(21)11).

17. Chief Executive and Secretary's Report

The Board noted a report from the Chief Executive and Secretary (T(21)12).

18. Attendance at Events

The Board noted a report on attendance at events during 2020 (T(21)13).

19. Serious Incident Reporting

The Board noted a report on the review of the IET's Serious Incident Processes and Procedures (T(21)14).

20. Young Professionals Committee

The Board noted a report from the Young Professionals Committee (T(21)15).

21. Complaints

The Board noted the annual report on Complaints (T(21)16).

22. Feedback on Board Meeting

- 22.1. The President invited Trustees to give feedback on the Board of Trustees meeting.
- 22.2. It was noted that since the previous meeting there had been a discussion with Trustees about the timing of Board meetings and the consensus was that the current arrangement should be maintained.

23. Classification of Board Papers

- 23.1. The Board noted that twelve 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:
 - 23.1.1. information relating to negotiations, commercial or otherwise, where disclosure could prejudice the IET's position, or could prejudice future negotiations of a similar nature;
 - 23.1.2. 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;
 - 23.1.3. information which if disclosed might result in premature publicity of courses of action that might not, in the end, be followed;
 - 23.1.4. legal advice or Counsel's opinion, or were otherwise covered by legal professional privilege or concerned active legal proceedings;
 - 23.1.5. information which could be used externally to create legal challenge, reputational risk or commercial advantage.

24. Date of Next Meeting

Thursday, 25 March 2021 at 5.00 pm (virtual meeting).