

16 November 2021

PAPER CLASSIFICATION: OPEN

**Minutes of the Meeting of the
BOARD OF TRUSTEES**

**to be held on Friday, 5 November 2021 at 2.00 pm
at Savoy Place, London WC2 and via virtual meeting**

Present: Sir Julian Young (President)
Dr Ian Belger
Dr Bicky Bhangu
Professor Phil Blythe (Minutes 1-9)
Professor Bob Cryan
Mrs Katy Deacon
Professor Danielle George
Dr Andy Harter
Ms Rachel Hurst
Miss Abbie Huty
Dr Gopi Katragadda
Professor Paul Needham
Ms Dawn Ohlson
Professor Kate Sugden

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 (Director of Human Resources) (Minutes 1-5, 15-20)
Mr Simon Edwards (Director of Governance and External Engagement)
Mr Nigel Fine (Chief Executive and Secretary)
Mr Giles Grant (Director of Knowledge Services & Solutions) (Minutes 1-5)
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 Professor Sarah Spurgeon.

2. Conflicts of Interest

No conflicts of interest were declared.

3. Minutes

The Minutes of the meeting held on 7 October 2021 (T(21)M7) were approved and signed as a correct record, subject to the following correction:

Minute 3: "T(21)M5" to read "T(21)M6".

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(21)81).

5. IET Plan and Budget

- 5.1. Mr Almond introduced and the Board noted a report on the changes to the IET Strategy 2030 since initial approval in November 2020 (T(21)82).
- 5.2. Following discussion, the Board approved the revised text, subject to amendment of some sections to change “engineers” to “engineers and technicians”.
- 5.3. Mr Almond introduced and the Board noted the IET Financial Plan 2022 and key performance indicators (T(21)83). It was noted that the proposed Strategic KPIs for 2022 had been formulated prior to recognising the need for significant financial constraint and that updated proposals would be submitted to the Board in February 2022.
- 5.4. Following discussion, the Board approved the Financial Plan 2022.

6. Investment Strategy

- 6.1. Mr Almond introduced and the Board noted a report from the Finance and Investment Committee on the further incorporation of Environmental, Social and Governance (ESG) investing within the IET’s equity portfolio (T(21)84).
- 6.2. Since the appointment of Mercer as investments advisors in September 2018, the IET had developed and embed a new investment strategy, which had included the approval of an ESG policy and the introduction of additional asset classes to further diversify the IET’s portfolio, namely Emerging Market Debt, Multi Asset Credit and Private Markets. Further work had been undertaken around the extent to which the IET might embed ESG factors further within its investment portfolio.
- 6.3. Following discussion, the Board approved the proposal that one third of the IET’s developed market passive equity portfolio be transferred into Mercer’s Passive Sustainable Global Equity Fund.

7. Scholarships and Bursaries Review

- 7.1. Ms Richmond introduced and the Board noted a report from the Membership and Professional Development Board on the outcome of the Scholarships and Bursaries Review (T(21)85).
- 7.2. Following discussion, the Board approved:
 - 7.2.1. the creation of a new scholarship brand with a main needs-based scheme and a smaller excellence-based scheme;
 - 7.2.2. the increase of scholarship awards from £1000 to £1500 per year;
 - 7.2.3. that for every £1000 received from donors, £500 should be allocated from the IET Trust Funds;
 - 7.2.4. that the majority of scholarship expenditure from the IET Trust Funds should be allocated to needs-based scholars.

8. Nominations and Succession Committee

- 8.1. Mr Edwards introduced and the Board noted a proposal from the Nominations and Succession Committee (T(21)86).
- 8.2. Following discussion, the Board approved the appointment of Mr Ralph Elliott-King MIET as Chair of the Engineering Safety Policy Panel for a term of one year from 1 October 2021. It was agreed that consideration should be given in future years as to whether the Chair of this Panel should be a Chartered Engineer.

9. Skills Audit of Trustees

- 9.1. Mr Edwards introduced and the Board noted a report on the Skills Audit of Trustees (T(21)87).
- 9.2. Following discussion, the Board agreed that the self-assessment survey of Trustee skills and experience be referred to the Nominations and Succession Committee.

10. Charity Governance Code

- 10.1. Mr Edwards introduced and the Board noted a report from the Working Party on the Charity Governance Code for Larger Charities (T(21)88).
- 10.2. The Working Party had noted the 2020 edition of the Charity Governance Code for Larger Charities and reviewed the recommendations concerning the new areas of the Code where the IET did not meet the Recommended Practices in full.
- 10.3. Following discussion, the Board agreed:
 - 10.3.1. to ask the Bye-law Review Working Party to consider whether the principle of recruiting volunteers on merit against objective criteria and considering the benefits of diversity could be further extended to all Boards and Committees;
 - 10.3.2. to continue with Trustee performance reviews and review their effectiveness as part of the annual process;
 - 10.3.3. to ask the Audit and Risk Process Committee to consider whether the anonymous whistle-blowing opportunities currently in place for staff should be extended to volunteers;
 - 10.3.4. to consider whether to have a standing annual invitation for the UK Safeguarding Lead to present at a Board of Trustees meeting;
 - 10.3.5. to continue to receive regular updates on the Equality, Diversity and Inclusion strategy and ask the Volunteer Engagement Board to provide updates on the volunteer behaviours as part of the Volunteer Engagement Strategy.

11. Know Your Customer

- 11.1. Ms Allen introduced and the Board noted a report on the Know Your Customer Programme (T(21)89).
- 11.2. It was noted that an internal audit of the Programme would take place in Q4 2021 and the results of the audit would be reported to the Board of Trustees in February 2022.

12. Council

- 12.1. Mr Edwards introduced and the Board noted a report from Council (T(21)90).
- 12.2. Following discussion, the Board agreed that the staff should thank Council for its report and reply to the questions raised by Council.

13. Chief Executive and Secretary's Report

- 13.1. Mr Fine introduced and the Board noted report from the Chief Executive and Secretary (T(21)91).
- 13.2. The Board noted the progress report on the refurbishment of Michael Faraday House (Appendix D to T(21)91) and Mr Best reported on the new IT and AV infrastructure for the building.
- 13.3. Professor George asked about the delay in progressing the work on the role of the IET in innovation. Mr Edwards reported that the delay had been concerned with engagement with volunteers and that recent changes to the Innovation and Skills Policy Panel would allow this work to progress.

14. Main Boards

- 14.1. The Board received routine oral reports from the three Main Boards:
 - 14.1.1. Knowledge Services and Solutions Board: Dr Bhangu;
 - 14.1.2. Membership and Professional Development Board: Ms Richmond, on behalf of Professor Blythe;
 - 14.1.3. Volunteer Engagement Board: Ms Ohlson.

15. IET Academy

- 15.1. The Board noted a progress report on the IET Academy (T(21)92).
- 15.2. It was agreed that the Knowledge Services and Solutions Board should set up a Working Party to review the business case for the Academy and its performance to date and that a report should be made to the Board of Trustees in due course.

16. A F Harvey Engineering Research Prize

- 16.1. The Board noted a report on the award of the A F Harvey Engineering Research Prize (T(21)93).
- 16.2. Professor Cryan asked whether there was a requirement for shortlisted candidates to be members of the IET. Ms Richmond replied that the Prize was, like the majority of the IET's Awards and Prizes, open to both members and non-members. Mr Fine commented that the Chair of the Selection Panel had suggested that it would be timely to review the current scope of the Prize and to make proposals for change if appropriate. It was agreed that the Membership and Professional Development Board should address this.

17. Feedback on Board Meeting

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

18. Death in Service

Mr Fine reported to the Board with great regret the news that Mr Vincent Cassidy (Head of Academic Research Markets) had died suddenly that morning.

19. Classification of Board Papers

- 19.1. The Board noted that ten 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 considered confidential to a third party relationship, or which could be used externally to create legal challenge, reputational risk or commercial advantage.

20. Date of Next Meeting

Monday, 7 February 2022 at 2.00 pm at Austin Court, Birmingham.