

16 February 2022

**PAPER CLASSIFICATION: OPEN**

**Minutes of the Meeting of the  
BOARD OF TRUSTEES  
held on Monday, 7 February 2022 at 5.00 pm  
via virtual meeting**

Present: Sir Julian Young (President)  
Miss Yewande Akinola  
Dr Ian Belger  
Professor Phil Blythe  
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 Sarah Spurgeon  
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)  
Mr Simon Edwards (Director of Governance and External Engagement)  
Mr Nigel Fine (Chief Executive and Secretary)  
Mr Giles Grant (Director of Knowledge Services & Solutions)  
Mr Christopher Knibb (Head of Corporate Communications) (Minutes 13-14)  
Dr Laura Norton (Head of Equality, Diversity and Inclusion) (Minutes 13-14)  
Ms Michelle Richmond (Director of Membership and Professional Development)  
Mr Andrew F Wilson (Head of Governance)

**1. Private Meeting**

See Confidential Minute.

**2. Apologies for Absence**

Apologies for absence were received from Dr Bicky Bhangu.

**3. Conflicts of Interest**

No conflicts of interest were declared.

**4. Minutes**

The Minutes of the meeting held on 5 November 2021 (T(21)M8) were approved and signed as a correct record.

## **5. Actions Taken or Outstanding**

- 5.1. Mr Edwards introduced and the Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(22)1).
- 5.2. It was noted that an update on the Annual Dinner (T(21)95) had been circulated to the Board explaining the postponement of the event to 26 May 2022.

## **6. IET Plan and Budget**

- 6.1. Mr Almond introduced and the Board noted a report on the finalised KPI targets for 2022-24 (T(22)2).
- 6.2. Professor Blythe commented that the Trustees KPI Working Party had met on 24 January 2022 and reviewed the rationale for re-basing. He suggested that it would be helpful to see detailed information about performance against the “Government Engagement with specific engineering topics that the IET is targeting for adoption” metric, and to discuss in particular those activities that were most successful. Professor George asked about bench-marking this performance.
- 6.3. Sir Julian Young commented that the KPIs on “members achieving Engineering Council registered status” and “members under the age of 40” were not yet aligned with the targets in the IET Strategy 2030. A step-change would be required before 2024 to deliver the membership and registration targets in the Strategy. Ms Richmond commented that the current target for Professional Registration was lower than the number of registered members lost by the IET annually. Professor Blythe reported that the Membership and Professional Development Board would examine how the membership and registration targets in the Strategy could be achieved, including the plans for retention of current members and increased recruitment of members in China. It was agreed that this should be discussed in detail at the Strategy Input Meeting on 9-10 June 2022.
- 6.4. Following discussion, the Board:
  - 6.4.1. approved the finalised KPI targets for 2022;
  - 6.4.2. agreed that the proposed registration KPI targets for 2023 and 2024 should be identified as delivering business-as-usual activity, and that the 2023 KPIs would be finalised at the Trustees Planning Meeting in November 2022.

## **7. Know Your Customer**

- 7.1. Ms Allen introduced and the Board noted a proposal for second year funding of the Know Your Customer Project (T(22)3).
- 7.2. Following discussion, the Board approved the second year funding of £2.97m, running from April 2022 to July 2023.

## **8. Members Annual Information Event**

- 8.1. 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 16 June 2022 (T(22)4).
- 8.2. Professor Sugden suggested that the wording of the notice be amended to clarify that the event would be broadcast as a simultaneous live webcast, but that members viewing online would not be counted towards the quorum.

8.3. Following discussion the Board:

8.3.1. agreed that the Members Annual Information Event, including the Annual General Meeting of the Institution of Engineering and Technology, be held on 16 June 2022;

8.3.2. approved the amended notice of the Members Annual Information Event, including the Annual General Meeting;

8.3.3. agreed that the notice be published in *Engineering & Technology (E&T)* magazine in early 2022.

## **9. Company Directors**

9.1. Mr Wilson introduced and the Board noted a proposal for the appointment of company directors (T(22)5).

9.2. Following discussion, the Board approved:

9.2.1. the appointment of Mr Alan Watts as a director of IEE Conventions Limited and IET Services Limited;

9.2.2. the appointment of Ms Rachel Hurst as Chair of the Board of Directors of IEE Conventions Limited and IET Services Limited.

## **10. Modern Slavery Act**

10.1. Mr Edwards introduced and the Board noted the proposed annual Modern Slavery Act compliance statement (T(22)6).

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(22)7).

11.2. Following discussion the Board approved the audit fee of £80,000 (exclusive of VAT) plus disbursements for 2022.

11.3. Dr Harter introduced and the Board noted a report from the Finance and Investment Committee (T(22)8). He drew attention to the detailed report on the IET's Investment Strategy.

11.4. Mr Edwards introduced and the Board noted a report from the Nominations and Succession Committee (T(22)9).

11.5. Following discussion the Board approved:

11.5.1. The appointment of Professor Colin Turner CEng FIET as Chair of the Engineering Policy Group – Northern Ireland for a term of three years from 1 October 2021;

11.5.2. The re-appointment of Mr Jeremy Hadall CEng FIET as Chair of the Design and Production Sector Executive Committee for one year only, from 1 October 2021 to 30 September 2022;

11.5.3. The re-appointment of Mr Craig Lucas CEng FIET as Chair of the Energy Policy Panel for one year only, from 1 October 2021 to 30 September 2022;

- 11.5.4. The re-appointment of Ms Olivia Carpenter-Lomax CEng MIET as Chair of the Energy Sector Executive Panel for one year only, from 1 October 2021 to 30 September 2022;
- 11.5.5. The re-appointment of Professor Steve Evans CEng FIET as Chair of the Manufacturing Policy Panel for one year only, from 1 October 2021 to 30 September 2022;
- 11.5.6. The re-appointment of Mr Darren Capes FIET as Chair of the Transport Panel for one year only, from 1 October 2021 to 30 September 2022.
- 11.6. Sir Julian introduced and the Board noted a report from the Remuneration Committee (T(22)10). He drew attention to the detailed report on Staff Succession and Retention.

## **12. Trustees Annual Report**

- 12.1. Mr Almond introduced and the Board noted the draft IET Trustees Annual Report for the year ended 31 December 2021 (T(22)11).
- 12.2. During discussion, the Trustees made a number of suggestions about the content of the draft Report.
- 12.3. It was agreed that Trustees should send any detailed comments on the draft to Mr Almond by 14 February 2022.
- 12.4. Mr Almond gave an oral report on the year-end accounts for 2021, which were now expected to be more favourable than budgeted. A detailed report would be made to the Board at its meeting on 9 May 2022.

## **13. Corporate Communications**

- 13.1. Mr Knibb introduced and the Board noted a report on Corporate Communications, including the activities undertaken by the Corporate Communications Team during 2021 (T(22)12).
- 13.2. During discussion a number of Trustees commented on how the IET's performance compared with other Professional Engineering Institutions, activities addressing the academic community, promotion of the IET publications programme, and how Corporate Communications could address the targets for professional registration in the IET Strategy 2030.

## **14. Equality, Diversity and Inclusion**

Dr Norton introduced and the Board noted a report on the Equality, Diversity and Inclusion survey of IET staff (T(22)13).

## **15. Main Boards**

- 15.1. The Board received routine oral reports from 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. Chief Executive and Secretary’s Report**

The Board noted a report from the Chief Executive and Secretary (T(22)14).

**17. Election of Trustees**

The Board noted a report on the election of Trustees without need for a ballot (T(22)15).

**18. Four Zeds**

The Board noted a progress report on the themes outlined in the President’s Address 2021, the “four zeds”: Operationalizing STEM; Institutionalizing Professionalization; Squeezing Sustainability; and Embedding Digitalization (T(22)16).

**19. Attendance at Events**

The Board noted a report on attendance at events during 2021 (T(22)17).

**20. Complaints**

The Board noted the annual report on Complaints (T(22)18).

**21. Feedback on Board Meeting**

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

**22. Classification of Board Papers**

22.1. 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:

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

22.1.2. 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;

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

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

22.1.5. information considered confidential to a third party relationship, or which could be used externally to create legal challenge, reputational risk or commercial advantage.

**23. Date of Next Meeting**

Thursday, 24 March 2022 at 5.00 pm, at Savoy Place, London WC2.