

5 April 2022

PAPER CLASSIFICATION: OPEN

**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Thursday, 24 March 2022 at 5.00 pm
at Savoy Place, London WC2 and via Virtual Meeting**

- Present: Sir Julian Young (President)
Miss Yewande Akinola
Dr Ian Belger
Professor Phil Blythe
Professor Bob Cryan
Mrs Katy Deacon
Dr Andy Harter
Ms Rachel Hurst
Miss Abbie Huty
Professor Paul Needham
Ms Dawn Ohlson
Professor Sarah Spurgeon
Professor Kate Sugden
- In attendance: Professor Chris Atkin (Engineering Council) (Minute 16)
Mr Alasdair Coates (Engineering Council) (Minute 16)
- 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 Oliver Kelly (Research Manager) (Minute 6)
Ms Michelle Richmond (Director of Membership and Professional Development)
Mr Andrew F Wilson (Head of Governance)

1. Private Meeting

The Trustees held a private meeting without staff present to receive a briefing from the President about progress with the recruitment of the Chief Executive and Secretary.

2. Apologies for Absence

Apologies for absence were received from Dr Bicky Bhangu, Professor Danielle George and Dr Gopi Katragadda.

3. Conflicts of Interest

No conflicts of interest were declared.

4. Minutes

The Minutes of the meeting held on 7 February 2022 (T(22)M1) were approved and signed as a correct record.

5. 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(22)20).

6. Member Survey

6.1. Mr Kelly introduced and the Board noted a report on the key findings from the recent Member Survey (T(22)21).

6.2. During discussion the following points were made:

6.2.1. Several Trustees expressed concern about the 4% member response rate to the survey.

6.2.2. The President commented on the need to refresh the value proposition continually and Professor Blythe commented that this was dealt with regularly by the Membership and Professional Development Board.

6.2.3. Miss Akinola commented on the need to review traditional methods of communicating with members and to ensure that the most suitable medium was used for different groups.

6.2.4. The President commented on the geographical variations in the survey results and the need to give particular attention to regions that were less satisfied with IET services.

6.2.5. Professor Blythe commented on the email communication aspects of the survey and suggested that attention should be given to increasing efficiency by sending fewer and better targeted emails. Professor Needham also suggested that consideration should be given to engaging external communications specialists to help review the IET's communications channels.

6.2.6. Ms Ohlson suggest that the Board should track the actions to be taken as a result of the survey. The staff undertook to provide a report on the main issues, indicating who was responsible, progress and targets, at the Strategy Input Meeting on 9-10 June 2022.

7. Change of Office Name

7.1. The President introduced and the Board noted a proposal to rename the IET office building in Stevenage (T(22)22).

7.2. It was noted that the building had been called Michael Faraday House since it opened in 1989. This had served well in the past but did not meet the strategic ambition for the refurbished office, the new ways of working and the focus on diversity and inclusion. It was proposed to move away from a building named after a single historic figure to a name that demonstrated a future-focused space, where teams could work to deliver the purpose of the IET. The change of name was intended to reflect a more modern, inclusive, and forward-looking building for the work of the IET.

- 7.3. The Board noted that the names produced by a staff focus group had been discussed with Stevenage Borough Council. The Council had complete authority for street naming and had rejected names including the words “engineering”, “E&T” and “IET”.
- 7.4. During discussion, several Trustees spoke in favour of the proposal and some expressed their reservations. The Board approved that the name of the IET office building in Stevenage should be changed from Michael Faraday House to Futures Place, before the formal re-opening in May 2022.

8. 150th Anniversary of the IET

- 8.1. Ms Allen introduced and the Board noted the Impact Report on the 150th Anniversary of the IET in 2021 (T(22)23).
- 8.2. The Board agreed to record a Vote of Thanks to Professor George for her leadership of the celebrations during her year of Presidency.
- 8.3. It was agreed that the Impact Report should be published and disseminated widely.

9. See Private Minute

10. Gender Pay Gap Report

The Board noted a report on the IET Gender Pay Gap Report 2021 (T(22)24). The President invited Trustees to submit written comments on the Report by 31 March 2022.

11. Equality, Diversity and Inclusion Report

The Board noted the annual Equality, Diversity and Inclusion Report (T(22)25). The President invited Trustees to submit written comments on the Report by 31 March 2022.

12. Policy and Insight Panels

- 12.1. The Board noted the annual report from the Policy and Insight Panels (T(22)26).
- 12.2. The Board agreed to record a Vote of Thanks to all volunteers involved in the Policy and Insight Panels for their excellent achievements.

13. Chief Executive and Secretary’s Report

The Board noted a report from the Chief Executive and Secretary (T(22)27(revised)).

14. Feedback on Board Meeting

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

15. Classification of Board Papers

- 15.1. 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:
- 15.1.1. information relating to negotiations, commercial or otherwise, where disclosure could prejudice the IET’s position, or could prejudice future negotiations of a similar nature;

- 15.1.2. 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;
- 15.1.3. information which if disclosed might result in premature publicity of courses of action that might not, in the end, be followed;
- 15.1.4. legal advice or Counsel's opinion, or were otherwise covered by legal professional privilege or concerned active legal proceedings;
- 15.1.5. information considered confidential to a third party relationship, or which could be used externally to create legal challenge, reputational risk or commercial advantage.

16. Engineering Council

The President welcomed Mr Alasdair Coates (Chief Executive, Engineering Council) and Professor Christopher Atkin (Chair, Engineering Council) to the meeting and invited them to speak about engineering professionalism and ethics. A number of matters of mutual interest were discussed.

17. Date of Next Meeting

Monday, 9 May 2022 at 2.30 pm at Michael Faraday House, Stevenage.