

31 May 2023

PAPER CLASSIFICATION: OPEN

Board of Trustees

TERMS OF REFERENCE OF BOARDS AND COMMITTEES

(Note by Mr Andrew F Wilson. 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 approve amendments to the terms of reference of Boards and Committees.

2. Timing

Board of Trustees meeting, 15 June 2023.

3. For Recommendation

The Board of Trustees is invited to approve the proposed amendments to the terms of reference of the Policy Oversight Committee and the Policy and Insight Panels.

4. Policy and Insight Panels

- 4.1. The terms of reference of the Policy Oversight Committee were approved on 6 October 2022 (Minute 12.2 of T(22)M7 refers). The terms of reference of the Policy and Insight Panels were most recently amended on 10 June 2022 (Minute 8.2 of T(22)M5 refers).
- 4.2. The terms of reference of the Policy Oversight Committee currently state that it is responsible for approving the members of the Policy and Insight Panels. The terms of reference of the Policy and Insight Panels currently state that the Chairs of the Panels are appointed by the Board of Trustees and that the Panels appoint their own members.
- 4.3. It is proposed that both sets of terms of reference are amended to state that the Policy Oversight Committee is responsible for approving both the Chairs and the members of the Policy and Insight Panels.
- 4.4. In addition, it is proposed that the Policy Oversight Committee should advise the Board of Trustees about the establishment of parameters for IET government and public policy work and the creation and closure of Policy and Insight Panels.
- 4.5. The proposed changes to the terms of reference are set out in Appendices A and B attached.

5. Risk

No risks have been identified in connection with this proposal.

6. Resources

No resource requirements have been identified in connection with this proposal.

POLICY OVERSIGHT COMMITTEE

Terms of Reference

Purpose

- (a) To support the IET role and ambitions in the advancement of science, engineering and technology through its focus on evidence-based thought leadership and policy.
- (b) To ensure cross-sector working with key stakeholders from industry and academia to gather evidence and insight to influence government and policymakers.
- (c) To provide independent and timely advice and evidence to inform the IET's key stakeholders; government, industry and academia and society.
- (d) To increase the IET's influence over government policy on matters to do with engineering and technology and establish a strong identity as a trusted authority.
- (e) To assure the Board of Trustees that the focus of the Policy and Insight Panels remains relevant to the Institution's strategy.
- (f) To advise the Board of Trustees on the establishment of parameters for IET government and public policy work.

Scope and Duties

- (a) Support the development of an overall model of delivery of IET policy outputs and engagement with policymakers including the overall governance of the policy work. This should allow agile expert response to a rapidly changing environment.
- (b) Work with the Chairs of the Policy and Insight Panels to ensure a programme of coordinated and cross-sector topics aligned to the IET's strategy across the portfolio where the timing and market awareness allows this to happen.
- (c) Ensure work is aligned with other areas of the IET, including, but not limited to, Technical Networks, Codes and Guidance, Strategy and Planning, and the Publishing and Journals team to ensure the IET is maximising the impact of it strategically aligned work.
- (d) Provide regular updates and reports as required to help staff demonstrate the IET's impact in key policy areas and keep the Main Boards up to date with policy work.
- (e) Ensure spokespeople, who can speak on behalf of the IET, are in place for key policy areas and are able to participate in media interviews, as keynote speakers, or be approached for interviews.
- (f) To supervise the Policy and Insight Panels and approve the appointment of the Chairs and members of the Panels.

(g) To make recommendations to the Board of Trustees on the establishment, constitution, or disestablishment of Policy and Insight Panels, and other policy-focused groupings of members as required to fulfil the parameters of the IET's government and public policy work.

(h) To report to the Board of Trustees.

Constitution

- A Chair, normally a Vice-President, appointed by the Board of Trustees.
- A Vice Chair appointed by the Board of Trustees. They will deputise for the Chair to approve decisions where the Chair is absent.
- Chairs of three Policy and Insight Panels. All Panel Chairs will be invited to self-nominate.
- Three non-members or volunteers selected for policy experience.
- Up to two representatives from other areas of the IET governance that have a policy focus.
- Senior staff member – Director of Governance and External Engagement.

Reporting

- (a) Provide written progress reports and assurances to the Board of Trustees at least annually.
- (b) Notify the Board of Trustees immediately of emerging risks or issues that might adversely impact on the delivery of the strategy or IET Plan are identified.

Quorum

A minimum of five members present.

Frequency of Meetings

The Committee will meet at least twice a year and hybrid or fully virtual meetings will be adopted where appropriate.

POLICY AND INSIGHT PANELS

Purpose

- (a) To provide independent and timely advice and evidence to inform the IET's key stakeholders; government, industry and academia and society.
- (b) To increase the IET's influence over government policy on matters to do with engineering and technology.

Terms of Reference

- (a) The Chairs of the Policy and Insight Panels will meet periodically with staff to plan a programme of strategically aligned topics across the portfolio where the timing and market awareness allows this to happen.
- (b) The Chairs of the Policy and Insight Panels will work together with staff to ensure co-ordination and cross-sector collaboration of policy and insight work across the IET where strategically important to do so.
- (c) The Chairs of the Policy and Insight Panels will work closely with aligned areas of the IET, including, but not limited to, Technical Networks, Codes and Guidance, Strategy and Planning, and the Publishing and Journals team to ensure the IET is maximising the impact of its strategically aligned work.
- (d) To provide regular updates and reports as required to help staff demonstrate the IET's impact in key policy areas and keep the Main Boards up to date with policy work.
- (e) Members of the Policy and Insight Panels should be willing to become spokespeople for their areas of specialism on behalf of the IET, having a willingness to participate in media interviews, as keynote speakers, or be approached for interviews for podcasts or written articles as appropriate.
- (f) To report to the Board of Trustees.

Constitution

A Chair appointed by the ~~Board of Trustees~~ Policy Oversight Committee

Members appointed by the ~~Policy Panel~~ Policy Oversight Committee

The Chair is appointed for an initial term of three years, which may, in exceptional circumstances be extended to a maximum of six years. The Chair should normally be a registered member.