The Institution of Engineering and Technology

Paper Number
T(24)25

4 March 2024

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, 21 March 2024.

3. For Recommendation

3.1. The Board of Trustees is invited to approve:

3.1.1. amended terms of reference for the Policy Oversight Committee;

3.1.2. the appointment of a co-opted member to the Policy Oversight Committee for the Session 2023/24.

4. Policy Oversight Committee

4.1. The Policy Oversight Committee has proposed an amendment to its terms of reference, to allow the appointment of co-opted members, which is attached as an Appendix.

4.2. The Nominations and Succession Committee has proposed that Mr C C Lucas BEng MSc CEng FIET be co-opted as a member of the Policy Oversight Committee for the Session 2023/24, that is until 30 September 2024.

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.

Appendix to T(24)25

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 Centres 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 Policy Centre Chairs 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 Centres and approve the appointment of the Chairs and members.

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

(h) To oversee the IET's Policy Community of Experts engagement in policy work, empowering the Policy Centres to undertake policy activities with the communities.

(i) Approving annual plans for each Policy Centre in consultation with the Policy Community of Experts.

(j) 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 the Policy Centres.
- 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.
- A co-opted member with sector insight.
- 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.