The Institution of Engineering and Technology

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T(23)102

6 November 2023

PAPER CLASSIFICATION: OPEN

Board of Trustees

SURVEY OF TRUSTEE SKILLS AND EXPERIENCE

(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 receive a report on the annual self-assessment survey of Trustee skills and experience, attached as an Appendix.

2. Timing

Board of Trustees meeting, 17 November 2023.

3. For Recommendation

The Board is invited to note the annual self-assessment survey of Trustee skills and experience and to advise the Nominations and Succession Committee of skills gaps that should be addressed in proposing candidates for election as Trustees in future years.

4. Background

4.1. At its meeting on 1 September 2014 the Board of Trustees agreed that there should be an annual self-assessment survey of Trustee skills and experiences, followed by discussion of skills gaps at a meeting later in the Session (Minute 112.1 of T(14)M7 refers).

4.2. It was agreed that training should be provided for Trustees to address any gaps identified by the survey. It was also agreed that a gap analysis based on the survey should be reported to the Nominations and Succession Committee.

4.3. At its meeting on 14 June 2018 the Board of Trustees agreed that in future years Trustees should be invited to update their previous submissions, to accelerate the process. It was also agreed that the survey should be re-timed for the start of the Session (Minute 11.2 of T(18)M4 refers).

4.4. In November 2022 it was agreed that the Skills Survey should revert to using the categories “None / Little / Lots”.

4.5. In October 2023 the Board of Trustees noted the recommendation in the Governance Review that as part of the next skills audit consideration be given to the skills where respondents felt the Board did not have sufficient access and that opportunities be provided for skill suggestions to be raised (recommendation 14). It was agreed to amend the format of the Trustees Skill Survey accordingly (Minute 11 of T(23)M6 refers).

5. Requirements for Trustees and Board Members

A statement of the Requirements for Trustees and Board Members is published on the IET website and in the ballot papers for the election of Trustees. The annual self-assessment survey is based on the requirements of skills, knowledge and experience described in the statement.

https://www.theiet.org/about/governance/boards-and-committees/board-of-trustees-main-boards-and-committee-members/

6. Skill Gaps

6.1. Fifteen of the sixteen Trustees completed the survey and so the skills analysis gives a good reflection of the Board of Trustees as a whole.

6.2. This year, the areas where the lowest score was reported were policy development or implementation, financial and management accounting, and membership services. The IET will continue to arrange training for Trustees whenever required.

6.3. Three Trustees commented on skills required by the Board. Topics suggested were fund-raising, investment planning, marketing, public relations and media, interfacing with Government and the Charity Commission, global understanding, cybersecurity, Environmental, Social and Governance, and knowledge of membership views.

7. Risk

No risks relating to the annual self-assessment survey of Trustee skills and experience have been identified.

8. Resources

No resource implications relating to this issue have been identified.

Appendix to T(23)102

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Information from Trustees 2023/24

Skills and experience for the Board of Trustees	**Level of Skills**		
	None	**Little / Inadequate**	**Lots / Adequate**
Skills – ability to provide:			
Chairing of committees and working parties	-	3	12
Innovative and strategic thinking, contributing actively and constructively	-	-	15
Public speaking	-	1	14
Representational and ambassadorial roles	-	1	14
Knowledge – understanding of:			
The IET, its objects and purposes	-	1	14
Legal duties and responsibilities of trusteeship	-	3	12
Membership issues	-	4	11
Experience of:			
Academia	1	6	8
Industry	1	1	13
Knowledge services and/or publishing	2	7	6
Leadership of a global organisation	1	4	10
Governance and / or non-executive directorship	-	5	10
Strategic planning and monitoring and evaluating performance	-	2	13
Policy development or implementation	-	8	7
Financial and management accounting	2	6	7
Membership Services	1	7	7
Risk management	1	2	12

Replies were received from 15 of the 16 Trustees.