



**Minutes of the Meeting of the  
BOARD OF TRUSTEES  
held on Monday, 11 December 2006 at 5.00 pm**

Present : Sir Robin Saxby (Chairman)  
Mr Nick Baines (by telephone)  
Cdre Barry Brooks  
Mrs Jean Brownsword  
Dr Nigel Burton  
Mr Bill Denny  
Mr Chris Earnshaw  
Mr John Loughhead  
Mr George O'Neill  
Professor Maria Petrou  
Mr Colin Porter  
Mr George Robb  
Professor Chris Snowden  
Mr Iain Sturrock  
Professor William Webb

Mr Ed Almond (Director of Finance, Planning & Facilities)  
Mr Richard Cherry (Director of Marketing)  
Mr Christophe Gobel (IET.tv Business Development Manager) (Minute 184)  
Mr Tony Henderson (PR and Media Relations)  
Mr Paul Jackson (Director of Professional Operations)  
Mr Steven Mair (Director of Publishing)  
Mr Ian Nicholson (Consultant) (Minute 183)  
Dr Alf Roberts (Chief Executive)  
Ms Michelle Richmond (Director of Qualifications)  
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

**180. Apologies for Absence**

Apologies for absence were received from Professor David Howard and Mr Gabriel Izienicki.

**181. Minutes**

The Minutes of the meeting held on 17 November 2006 (T(06)M11) were approved and signed as a correct record.

**182. Actions Taken or Outstanding**

The Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(06)122).

### **183. IET Web Development Programme**

183.1 Mr Nicholson introduced and the Board noted a progress report on the IET Web Development Programme (T(06)124).

183.2 During discussion the following points were made:

- (a) there was concern that although the programme had been running for a long time it was still described as brand-new, as if had had only just started, and evidence had not been provided that user requirements had been properly captured. It was pointed out that the programme had begun at the start of the year with the need to create an interim website to accommodate the creation of the New Institution. The process of conferring with users on the new website to supersede that had already taken place and the outcome had been an input to Magus, which had now produced an outline design. The programme being put in place was intended to implement that design. In addition, there were a number of other web-based projects which, whilst not included in the web development programme, were dependent upon it.
- (b) it was hoped that a demonstrably better website would be in place before the Volunteers Weekend in April 2007, rather than providing a report to the Volunteers Weekend of planned improvements;
- (c) the Programme Board should include users and they should be identified to the Board of Trustees;
- (d) there would be a progress report made to the meeting of the Membership and Regions Board on 17 January 2007 which would demonstrate how the issues raised by the previous Membership and Regions Board Working Parties had been addressed;
- (e) the Board should be advised of the metrics and measures of quality to be used for the Programme.

183.3 It was agreed that the Board should receive a further report on the Programme in May 2007.

### **184. IET.tv**

184.1 Mr Gobel introduced and the Board noted a progress report on IET.tv (T(06)125).

184.2 During discussion the following points were made:

- (a) the technical roadmap for IET.tv should be reported to the Board;
- (b) consideration should be given to options for download as well as streaming.

### **185. Chief Executive's Report**

185.1 Dr Roberts introduced and the Board noted the Chief Executive's report (T(06)123).

185.2 It was noted that the overspend on the RM project had been discussed at the recent meeting of the Audit Committee. There would be a report on lessons learned from the first phase of the RM project at the next Board meeting.

## **186. Corporate Plan and Budget**

186.1 Dr Roberts introduced and the Board noted a report on adjustments made to the Corporate Plan since the previous meeting (T(06)126).

186.2 The Board approved the Corporate Plan and Budget for 2007-2011 (T(06)128) on the basis that the new Chief Executive and Secretary, Mr Robin McGill, would have the opportunity to review it with regard to his commitment during the first quarter of 2007.

186.3 The Board approved the Strategic Plan for 2007 (Appendix B to T(06)126).

186.4 The Board noted a paper on the President's input to the Draft Strategic Plan (T(06)127). The President reported that Mr McGill had been asked to review the Strategic Plan during Q1, taking these comments into consideration.

186.5 The President reported that it was intended to undertake a review of the effectiveness of the Board of Trustees in June 2007.

186.6 Mr Loughhead reported on the matters discussed at the meeting of the Remuneration Committee held on 6 December 2006.

## **187. See Confidential Minute**

## **188. Charter and Bye-laws Review**

188.1 Mr Earnshaw introduced and the Board noted the Report from the Charter and Bye-laws Review Working Party (T(06)116) and a report on matters referred to the Board by the Charter and Bye-laws Review Working Party (T(06)129).

188.2 Mr Earnshaw drew attention to the main changes to the Charter and Bye-laws that were being proposed by the Working Party. The Board discussed the implications of the proposals on the role of the Board of Trustees.

188.3 The Board noted the proposed Council Regulations and discussed the implications of the proposals on the relationship between the Board of Trustees and Council.

188.4 It was agreed that the Board should discuss the Report further at its next meeting, with a view to agreeing what comment to make on the proposals that would be put to an SGM in May 2007. It was agreed that individual Trustees should comment on the Report before the next meeting, to help focus the discussion. It was also agreed that individual Trustees should comment on Appendix G to T(06)129, with a view to agreeing a revised version at the next meeting.

## **189. Qualifications Board**

189.1 Mr O'Neill introduced and the Board noted a report from the Qualifications Board (T(06)130).

189.2 Following discussion, the Board approved:

- (a) the Qualifications Board's decisions regarding the Craftsman Register;

- (b) the amendment to the Terms of Reference and composition of the Qualifications Board;
- (c) the application fees for 2007.

189.3 Cdre Brooks asked whether the Qualifications Board was responsible for Professional Registration Advisors, as they were not referred to in the Board's terms of reference. Ms Richmond explained that the Professional Registration Advisors were the responsibility of one of the Committees that reported to the Qualifications Board.

#### **190. Risk Register**

The Board noted a report on the Risk Register (T(06)131).

#### **191. Press Office**

The Board noted a report on Press Office, PR and Media Relations Activity (T(06)132).

#### **192. Public Policy Issues**

192.1 The Board noted a report on public policy issues (T(06)133).

192.2 The Board noted reports from Sector Panels (T(06)134).

#### **193. Council**

The Board noted a report from the meeting of Council held on 16 November 2006 (T(06)135).

#### **194. Institution of Production Engineers**

Mr Loughhead reported that a former member of the IProDE had asked him about the memorabilia of the Institution of Production Engineers and the Institution of Manufacturing Engineers that had formerly been displayed in the Nuffield Room. Dr Roberts contented that the material could be consulted in the Archives. It had been decided to remove it from the Nuffield Room during recent redecorations which had made the room available for a wider range of activities than previously.

#### **195. Dinner Guest**

It was noted that Dr Hamish Stevenson (CEO, Fast Track) would be the guest at the dinner following the meeting.

#### **196. Date of Next Meeting**

Monday, 8 January 2007 at 5.00 pm.