



**Minutes of the Meeting of the  
BOARD OF TRUSTEES  
held on Wednesday, 4 October 2006 at 5.00 pm**

Present : Sir Robin Saxby (Chairman)  
Mr Nick Baines  
Cdre Barry Brooks  
Mrs Jean Brownsword  
Dr Nigel Burton  
Mr Bill Denny  
Mr Chris Earnshaw  
Professor David Howard  
Mr Gabriel Izienicki  
Mr John Loughhead  
Mr George O'Neill  
Professor Maria Petrou (Minutes 151-165)  
Mr Colin Porter  
Mr George Robb  
Mr Iain Sturrock  
Professor William Webb

By invitation: Sir John Chisholm

Mr Ed Almond (Director of Finance, Planning & Facilities) (Minutes 144-163)  
Mr Richard Cherry (Director of Marketing) (Minutes 144-163)  
Mr Tony Henderson (PR and Media Relations) (Minutes 144-163)  
Mr Paul Jackson (Director of Professional Operations) (Minutes 144-163)  
Mr Steven Mair (Director of Publishing) (Minutes 144-163)  
Ms Jo McClinton (Director of Human Resources) (Minutes 144-150)  
Dr Alf Roberts (Chief Executive) (Minutes 144-163)  
Mr Nick Slowe (Director of IT) (Minutes 144-163)  
Ms Michelle Richmond (Director of Qualifications) (Minutes 144-163)  
Mr Andrew F Wilson (Head of Governance and Legal Affairs) (Minutes 144-163)

**144. Introduction**

- 144.1 Sir John Chisholm vacated the Chair in favour of the new President, Sir Robin Saxby.
- 144.2 The President welcomed the new Trustees.
- 144.3 The Board approved a Vote of Thanks to the retiring President, Sir John Chisholm.

**145. Apologies for Absence**

Apologies for absence were received from Professor Chris Snowden.

## **146. Minutes**

The Minutes of the meeting held on 11 September 2006 (T(06)M9) were approved and signed as a correct record.

## **147. Actions Taken or Outstanding**

147.1 The Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(06)95).

147.2 Mr Loughhead reminded the Board that it had been agreed in 2005 that the Trustees should continue to visit Local Networks to foster communications within the Institution. He suggested that this should be carried forward as an outstanding action. Mr Wilson reported that Trustee visits to Local Networks were being arranged regularly, in response to requests both from Local Network Committees and from Trustees.

147.3 Mr Earnshaw suggested that it would be helpful to keep records of Trustee visits to Local Networks so it was known which places had not been visited recently. Cdre Brooks suggested that a broader range of volunteers should be drawn on to participate in the communications activities with Local Networks.

147.4 With reference to Minute 130 of T(06)M9, Mr Jackson reported that a number of suggestions had been made for the name of the new IET award. The Board approved the proposal to name the award the IET Lifetime Achievement Award and to call the recipients of the award IET Laureates.

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

148.1 Dr Roberts introduced and the Board noted the Chief Executive's report (T(06)96).

148.2 Dr Roberts answered a number of questions relating to the Institution of Electrical Engineers Superannuation and Assurance Scheme.

148.3 The President thanked Dr Roberts for the report and the Board agreed that it was a welcome innovation.

## **149. Faraday Lecture**

149.1 Dr Roberts introduced and the Board noted a proposal to restructure the Faraday Lecture in accordance with the key strategic objectives (T(06)97). Ms Richmond explained the content of the paper in detail.

149.2 During discussion the following points were made:

- (a) aligning solely to the UK school curriculum might make the Lecture less adaptable to the global market and therefore the Institution should consider taking the subject matter beyond the limits of the UK school curriculum;
- (b) emphasis on the UK curriculum was important as one of the principal goals of the lecture was to promote engineering as a field of study to children in the UK, where there was a significant problem;

- (c) there was a large audience for the satellite broadcast of the Lecture in the USA and SE Asia;
- (d) to realise the global potential of the Lecture would require partnerships with other organisations;
- (e) it would be important to set the proposal in the context of other IET initiatives such as *Flipside*, and the activities of the Royal Academy of Engineering.

149.3 It was agreed that the paper should be revised to take into account the Trustees comments and brought back to the Board for discussion in November 2006.

149.4 The Board discussed the proposal to fund the 2007 Faraday Lecture tour in South East Asia. Following discussion it was agreed that funding should be provided for the 2007 Faraday South East Asia Tour and also presentation of the Faraday Lecture in China during its Science Week, but that efforts to identify sponsors for these activities should continue.

## **150. Planning the Next Meetings**

150.1 Sir Robin invited the Board to discuss planning for the next meetings of the Board and a methodology for an annual calendar for its meetings.

150.2 During discussion the following comments were made:

- (a) the Board currently devoted two meetings per year to detailed discussion of the planning process;
- (b) a detailed quarterly review of the operational situation was necessary;
- (c) the Board could receive presentations from each of the Main Boards in turn;
- (d) the Board could address each of the agreed six key strategic objectives during the course of the year;
- (e) the enlargement of the Board over the past year had affected the scope for rapid and effective decision making and the Board should consider whether particular issues should be delegated.

150.3 It was agreed that Dr Roberts should draft an annual calendar for discussion at the next meeting of the Board

## **151. Nominations Committee**

151.1 The Board discussed the appointment of two Ordinary Members of the Board of Trustees as members of the Nominations Committee for 2006/07.

151.2 The President suggested that it would be helpful to widen the experience of the Nominations Committee by including a woman, an engineering technician and a Younger Member. He regretted that there was not a mechanism for injecting a relevant global perspective into the Committee.

151.3 The Board agreed to appoint Mr Baines, Mrs Brownsword and Mr Robb as members of the Nominations Committee for 2006/07.

151.4 Mr Earnshaw commented that the Charter and Bye-laws Review Working Party intended to propose a change to the constitution of the Nominations Committee by the inclusion of the Council Chairman.

## **152. Younger Members Board**

152.1 Mr Jackson introduced and the Board noted a proposal for the constitution of the Younger Members Board (T(06)98).

152.2 The Board noted that three of the Main Boards – the Publications Board, the Qualifications Board and the Younger Members Board – had no elected members. Whilst this reflected the specialised nature of the work undertaken by the Publications and Qualifications Boards, a move to have elected members of the Younger Members Board should be considered in the future.

152.3 The Board discussed whether the proposed balance of UK and non-UK Board members was correct. It was noted that the proposal was for more than 20% of the Board to be from outside the UK, which was a greater proportion than the current membership.

152.4 Following discussion, the Board approved the proposal for the constitution of the Younger Members Board.

## **153. Membership and Regions Board**

153.1 Cdre Brooks introduced and the Board noted a report from the Membership and Regions Board (T(06)99). The Board agreed to endorse the intentions of the Membership and Regions Board to take forward the work set out in the report.

153.2 Cdre Brooks suggested that the house style of the Institution's committee papers should be updated. He proposed that committee papers should each start with paragraphs headed Issue, Timing and Recommendation. He also favoured the adoption of a sans serif font.

153.3 Mr Loughhead asked whether responsibility for membership subscriptions policy rested with the Membership and Regions Board. Dr Roberts explained that whilst the inputs from all Boards was appropriate, the policy was approved by the Board of Trustees, rather than one of the Boards, as it had implications equally for the activities of each of the Boards.

## **154. Next Steps for the Knowledge Network**

154.1 Mr Jackson introduced and the Board noted a paper on the best routes for establishing the Knowledge Network (T(06)100). He drew attention to the key relationships with other organisations that had been developed.

154.2 Mr Baines proposed that linking to a global community of engineers and technologists should be overseen by a Working Party of Trustees, rather than the Technical and Professional Services Board. Mr Baines was asked to propose to the Board of what the terms of reference of such a Working Party would be.

## **155. Routine Matters**

155.1 The Board noted the following papers:

- (a) Royal Charter and Bye-laws.
- (b) Terms of reference and constitutions of IET Boards and Committees (T(06)101).
- (c) Constitution of the Board of Trustees for 2006/07 (T(06)102).
- (d) Delegations of Authority (T(06)103).
- (e) Reserves Policy (T(06)104).
- (f) Investment Policy (T(06)105).
- (g) Guidance notes covering confidentiality of papers, legal liability, budgetary control guidelines and international travel plans.
- (h) Annual Report 2005.

155.2 The Board approved the Delegations of Authority (T(06)103), Reserves Policy (T(06)104) and Investment Policy (T(06)105).

#### **156. Audit Committee**

The Board noted a report from the Audit Committee (T(06)106).

#### **157. Finance and Investment Committee**

The Board noted a report from the Finance and Investment Committee (T(06)107).

#### **158. IET Web Development Programme**

158.1 The Board noted a progress report on the IET Web Development Programme (T(06)108). There would be a more detailed report at the meeting in November 2006.

158.2 Mr Loughhead asked whether a comprehensive statement of what the IET Web Development Programme was intended to achieve was available. Mr Slowe replied that this was still in preparation, but he expected it to be sent to the Trustees at the end of October 2006.

158.3 Sir Robin suggested that it might provide some reassurance to the Trustees if Mr Slowe were to involve one or two Trustees with expertise in this area.

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

159.1 Mr Earnshaw introduced and the Board noted a report on matters referred to the Board by the Charter and Bye-laws Review Working Party (T(06)109).

159.2 The Board agreed that a response should be made to the Working Party based on the points noted in the paper.

159.3 Regarding the award of Chartered titles, the Board agreed the importance of awarding only titles that were accepted and recognised at a national level.

**160. Press Office**

The Board noted a report on Press Office, PR and Media Relations Activity (T(06)110).

**161. Public Policy Issues**

The Board noted a report on public policy issues (T(06)111).

**162. Qualifications Board**

Mr O'Neill introduced and the Board noted a proposal to amend the Regulations for the Admission of Members with regard to applicants on approved advanced apprentice schemes for EngTech. The Board agreed that in future such applicants would not be required to supply a proposer and seconder.

**163. IEE.tv**

Professor Howard commented that his experience of the IEE.tv trial at his university had not been of the standard expected and he suggested that it should be discussed by the Board. It was agreed that Professor Howard's issues should be resolved before the next meeting and that the Board should receive a report on IEE.tv at its meeting in December 2006.

**164. Trustees Business**

The Trustees held a short meeting without staff present.

**165. Date of Next Meeting**

Friday, 17 November 2006 at 2.00 pm (following the Strategy Meeting on 16-17 November 2006).