



**Minutes of the Meeting of
COUNCIL
held on Thursday, 17 May 2007 at 10.30 am**

Present: Mr Norman Penny (Chairman)

Mr Tolulope Adekoya	Mr Chris Earnshaw	Mr George O'Neill
Mr Ebenezer Amusa	Mrs Suzanne Flynn	Mr Keith Parr
Mr Nick Baines	Mr Conrad Freezer	Professor Maria Petrou
Dr Katherine Bean	Mr John Garraway	Mr Richard Piper
Mr Hamish Bell	Mr Brian Green	Mr Mick Pitt
Cdre Barry Brooks	Mr Trevor Grimshaw	Mr Albert Poon
Mr William Brophy	Mr Richard Hair	Mr John Reid
Mrs Jean Brownsword	Professor Wendy Hall	Mr George Robb
Mr Mike Brownsword	Mr Kuan Hsu	Mr Malcolm Sarstedt
Mr John Bullock	Mr Gabriel Izienicki	Sir Robin Saxby
Mr C S Chang	Mr Yau Hee Kho	Professor Chris Snowden
Mr Howard Cherry	Mr John Loughhead	Eur Ing Andrew Stringer
Dr Shyama Chowdhury	Professor Robin MacLaren	Mr Max Thomson
Mr Jim Cooper	Mr Bob Martin-Royle	Mr David Toshack
Mr Michael Cotterell	Mr Sam McLaughlin	Mr Tim Tozer
Mr Fred Davis	Dr Chrys Mendis	Professor Mike Underhill
Mr Harvey Dearden	Eur Ing Simon Miles	Mrs Buvana Vejoy
Mr Bill Dennay	Mr Chris Monday	Mr Derek Walker
Mr Brian Desborough	Mr Graham Nicholls	Mr Nigel Ward
Eur Ing Dr Amanda Dowd	Mr David Nicoll	Mr Terence Wong

In attendance: Mr Ed Almond (Director of Finance, Planning and Facilities)
Mr John Beale (Development Manager, IET Knowledge Network)
Mr Ben Brierley (Principal Policy Advisor)
Mrs Alison Bunnell (Board of Trustees Executive)
Mr Paul Jackson (Director of Professional Operations)
Ms Kim Letchford (Member Community Manager)
Mr Steven Mair (Managing Director of Publishing)
Ms Eloisa de la Maza (Governance and Legal Affairs Executive)
Mr Robin McGill (Chief Executive and Secretary)
Mr Graham Paterson (Head of Policy)
Ms Michelle Richmond (Director of Qualifications)
Dr Agnes Segal (Manager, Global Branch Operations)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

17. Welcome and Introduction

The Chairman welcomed members to the meeting.

18. Apologies for Absence

Apologies for absence were received from Mr Phil Barlow, Mr Steve Broadfoot, Ms Alice Chan, Sir John Chisholm, Mr Anthony Duggan, Mr Alan Gibbons, Mr David Howard, Mr Mark Hunter, Mr James McConnach, Mr Anthony Moss, Mr Philip Oakley, Sir John O'Reilly, Mr Chris Pilgrim, Mr Colin Porter, Mr Ronald L Sambell, Mr Iain Sturrock, Miss Penny Thompson, Mr Graeme Vincent, Mr Andrew Watson, Mr Jeremy Watson and Mr Glynn White.

19. Minutes

The Minutes of the meeting held on 13 February 2007 (CO(07)M1) were approved and signed as a correct record, subject to the following amendment:

Mr John Garraway to be added to the apologies for absence.

20. Actions Taken or Outstanding

20.1 Council noted a report on actions taken or outstanding since the previous meeting of Council (CO(07)5).

20.2 The Chairman reported that participation in the Council Discussion Forum since the previous meeting had been disappointing. During discussion some Council members offered the following reasons for not participating:

- they found it difficult to remember how to navigate to the Discussion Forum;
- they had forgotten to bookmark it;
- they expected the Discussion Forum to be mentioned on the IET homepage;
- they did not understand how to change their settings in order to receive email alerts of relevant postings;
- they did not have a computer and did not wish to use one;
- they received emails from the IET on matters which they were not interested in and did not know how to request that they be stopped.

20.3 Council members who used the Discussion Forum regularly commented that it was easily accessible, only two clicks from the homepage, and it could be customised to suit a member's preferences. The President suggested that a workshop be arranged for those Council members who continued to find using the website difficult. It was noted that the use of the Discussion Forum and website navigation will be covered at the event for new Council members in November 2007.

20.4 Mr Bell suggested that the IET should consider establishing a series of Regions: UK, Europe, Africa, India, Asia Pacific, Australia/New Zealand, Americas. Each should have an elected Regional Council and these Regional Councils should appoint members of Council. The Councils should be responsible for Local Networks and members services in the area they covered. The Chairman suggested that these ideas be raised during the breakout sessions later in the day.

21. Charter & Bye-Laws Review Working Party

21.1 The Chairman introduced and Council noted a report on matters concerning the Report of the Charter & Bye-Laws Review Working Party and the Council Regulation (CO(07)6).

21.2 It was noted that the Board of Trustees had approved the proposed Council Regulation with one caveat, which was that Council should have a Deputy Chairman. Following discussion, Council agreed:

- (a) that there should be a Deputy Chairman of Council;
- (b) that the current (2006/07) Council should elect a Chairman and Deputy Chairman for 2007/08 with nominations sought and a ballot held before the end of the current Session;
- (c) that candidates for Chairman should be limited to those members who will be on Council until at least 30 September 2008;
- (d) that candidates for Deputy Chairman should be limited to those who will be on Council until at least 30 September 2009;
- (e) that the elected Deputy Chairman should automatically become Chairman on 1 October 2008;
- (f) that the election in summer 2008 should be only for a Deputy Chairman to take office on 1 October 2008;
- (g) that Sections 22, 23 and 35 of the proposed Council Regulation should be replaced by the new text circulated by letter on 14 May 2007.

22. Email Code of Conduct

The Chairman introduced and Council noted a report on a draft Email Code of Conduct (CO(07)7). Council agreed to recommend that the IET should publish such a Code and that the Chairman should discuss this with the Chief Executive & Secretary.

23. Objective for the Day

The Chairman reported that his theme for the meeting was transformation.

24. View from the Bridge

24.1 The Chief Executive & Secretary gave an oral report on the balanced scorecard approach to the management of the IET and the key financial drivers and performance indicators which were reported monthly to the Board of Trustees.

24.2 Dr Chowdhury commented on the progress of membership recruitment activities in India.

24.3 Mrs Flynn suggested that there should be a single-sentence statement which set out the reasons for members to be registered.

24.4 The Chief Executive & Secretary reported on the recent agreement between the IET and Cisco Systems.

24.5 Mr Cotterell suggested that the IET should consider offering free membership to apprentices for one year.

24.6 Professor Underhill suggested that consideration should be given to subsidising conference registration fees for members to encourage recruitment.

24.7 The Chief Executive & Secretary reported on the highly successful Volunteers Weekend that had been held at Savoy Place at the end of April 2007.

25. IET Strategy

25.1 The President gave an oral report on the current IET strategy, targets for the current year and his belief in the need to enthuse young people about engineering.

25.2 The Chief Executive & Secretary gave an oral report on the Trustees Strategy Meeting held earlier in the week, which had given particular attention to four topics: Technicians, future directions for Local Networks, the concept of the Knowledge Network, and a relaunch of *Engineering & Technology*. Council received oral presentations on each of these issues from Ms Richmond, Mr Jackson, Mr Almond and Mr Mair.

25.3 The Chief Executive & Secretary commented on the plans for other new publications that might launch later in the year and the plans for *Member News*. Council agreed that it supported the plans for interdisciplinary journals.

25.4 Council discussed the concept of the Knowledge Network and noted that there were logical problems with the terminology that the IET had adopted. However, it was agreed that it needed to offer highly connected solutions to the engineering community.

25.5 Mr O'Neill gave an oral report on the meeting of Main Board Chairmen that had been held earlier in the week. Amongst the issues that had been discussed had been continuity of Board membership and Chairmen, the office of the President, a code of conduct for Trustees, alignment of IET objectives with staff objectives, the Qualifications Board's need for younger ambassadors, the Publications Board's challenges in dealing with a highly complex and sophisticated commercial publishing business, matters of common interest between the Membership and Regions Board and the Technical and Professional Services Board.

25.6 It was agreed that some of the issues raised should be debated further by Council over the next months on the Council Discussion Forum.

26. Global Support Group

26.1 Mr Thomson introduced and Council noted a report on the issues discussed at the meeting of the Global Support Group held on the previous evening (CO(07)9). He introduced the following proposals to Council:

- (a) There should be "improved communication of resources and linking relevant areas of development to achieve collective packages of increased value to both Younger Members and employers".
- (b) The Institution should continue to offer discounted membership fees in certain geographical markets and to members unable to afford the full membership fees.
- (c) The Institution should consider the need for "strategically located hubs".
- (d) The Institution should formally launch its brand to the wider engineering community beyond the membership.
- (e) The Institution should consider how to achieve succession planning on the Main Boards.

- (f) Members of the Global Support Group should be permitted “to work with topic champions to add value to the global focus in all relevant issues”.

26.2 It was agreed that these matters should be considered during the breakout sessions later in the day, where relevant. No decisions were taken on any of the matters.

27. IET Policy Department

27.1 Mr Paterson presented an oral report on the activities of the IET Policy Department concerning public affairs and government relations.

27.2 During discussion the following points were made:

- (a) the IET should encourage more debate about engineering subjects in public;
- (b) the IET should arrange activities to explain the parliamentary processes that affected the engineering community, for instance the role of the Chief Scientist;
- (c) as a relatively small number of members contributed to the creation of the Institution’s submissions to government, individual members and Local Networks should be encouraged to become more involved in this activity;
- (d) consideration should be given to publishing a quarterly column on policy matters in *Engineering & Technology*.

27.3 It was agreed that some of the issues raised should be debated further by Council over the next months on the Council Discussion Forum.

28. Membership and Regions Board

28.1 Cdre Brooks gave an oral report on the activities of the Membership and Regions Board, on the theme of Making the Knowledge Network a Reality.

28.2 During discussion the following points were made:

- (a) the Board should encourage the replication of best practice across activities;
- (b) different skills were needed to set up and run local activities and volunteers should be encouraged to concentrate their efforts where they were most effective;
- (c) particular initiatives by the Board, such as the new Regional Representatives Committee should be advertised to members through *Member News*.

28.3 It was agreed that these points should be pursued by the Membership and Regions Board.

29. Breakout Sessions

29.1 At this point Council divided into five parallel breakout sessions to discuss specific topics (CO(07)8):

- (a) **Active members, definition and recruitment to Council**
Chairman: Mr Fred Davis; Reporter: Mr Yau Hee Kho

- (b) **A customer service approach to IET members**
Chairman: Mr Max Thomson; Reporter: Mr Hamish Bell
- (c) **Future engineers, achieving early engagement**
Chairman: Mr Nick Baines; Reporter: tbd
- (d) **The IET proposition, revitalising the USPs**
Chairman: Mr Keith Parr; Reporter: Mr Brian Green
- (e) **Increasing professional status in the UK**
Chairman: Mr Andy Stringer; Reporter: tbd

29.2 When Council reconvened, it received reports from five reporters:

- (a) Active members, definition and recruitment to Council: Mr Yau Hee Kho
- (b) A customer service approach to IET members: Mr Hamish Bell
- (c) Future engineers, achieving early engagement: Mr Mike Brownsword
- (d) The IET proposition, revitalising the USPs: Mr Brian Green
- (e) Increasing professional status in the UK: Dr Amanda Dowd

(Staff note: A summary of the reports is circulated with these Minutes (CO(07)10).)

29.3 It was agreed that the strategic issues raised by the five groups should be debated further by Council over the next months on the Council Discussion Forum.

29.4 The Chairman undertook to discuss the matters raised concerning customer service with the Chief Executive & Secretary.

29.5 Mr Green undertook to discuss the matters raised concerning the IET proposition and revitalising the USPs with the Regional Representatives Committee and the Global Support Group.

30. Election of Chairman and Deputy Chairman

30.1 Following further discussion Council agreed that, notwithstanding the decision in Minute 21.2(b) above, a vote should be taken at the meeting and a Chairman and Deputy Chairman for 2007/08 elected immediately.

30.2 Mr Norman Penny indicated that he was willing to serve as Chairman for a further year. Council agreed to appoint Mr Penny as Chairman for 2007/08.

30.3 Dr Katherine Bean and Professor Robin MacLaren indicated that they were willing to serve as Deputy Chairman. Following a vote Council agreed to appoint Professor MacLaren as Deputy Chairman for the remainder of the current session and for 2007/08.

30.4 Dr Mendis stated that he considered that the decision to elect a Chairman and Deputy Chairman at the meeting and the manner in which this had been done were improper. He therefore intended to leave the meeting.

31. Board Minutes

Council noted the Minutes of recent meetings of the Board of Trustees and the Main Boards.

32. Thanks to Retiring Members

The Chairman thanked retiring members for their contributions. It was agreed to record a Vote of Thanks to those members who would retire from Council on 30 September 2007.

33. Review of the Day

The Chairman summarised the issues discussed during the day and reminded members of Council that over the next months the strategic issues that had been raised would be debated further by Council on the Council Discussion Forum. All members of Council were expected to participate in this.

(Chairman's Note: The Chairman, the Chief Executive & Secretary and the Council Co-ordination Team will collaborate in drawing up a programme of topics to be pursued by Council members before the November 2007 Council meeting. The topics will largely be taken from items discussed on 17 May 2007.)

34. Action Points (listed for tracking)

Minutes 20.3, 20.4, 21.2, 22, 24.3, 24.5, 24.6, 25.6, 26.2, 27.3, 28.2, 29.3, 29.4, 29.5, 33.

35. Date of Next Meeting

Thursday, 15 November 2007 at 10.30 am.