



**Minutes of the Meeting of  
COUNCIL  
held on Thursday, 10 November 2011 at 8.45 am**

Present:

Eur Ing Olly Wells (Chairman)	Mr Edward Lo
Eur Ing Guy Bertrand	Mr Michael Luo
Mr Ben Bowler	Miss Janice Man
Mr Barry Brooks	Dr Tony McGrail
Dr Nigel Burton	Mr Edwin Morton
Eur Ing Brian Clark	Mr Iain Murdoch
Ms Naomi Climer	Mr Viano Oghenekevwe
Mr Martin Coates	Mr David Owen
Mr Gavin Crook	Mr Albert Poon
Mr Hudson Egbert	Mr L Ramesh
Dr James Flint	Dr Carl Sandom
Mr Richard Fong	Eur Ing Savvas Savvides
Dr Walter Green	Mr John Scott
Mr Tim Heywood	Mr Peter Sheppard
Professor Peter Hicks	Dr Mike Short
Mr Bob Holland	Dr Karla Smith
Mr Paul Hopewell	Dr Kenneth Smith
Miss Sam Hubbard	Eur Ing Andy Till
Mr R Jananthan	Mrs Maria Vukovic
Professor Barry Jones	Mr Gordon Wai
Mr Tim Kerby	Dr John Walker
Mr Nicos Kouyialis	Mr Peter Wherritt
Mr C F Kwong	Professor Allan Williamson
Mr Mike Lancaster	
Air Marshal Kevin Leeson	

In attendance: Mr Ed Almond (Director of Finance and Planning)  
Ms Suzanne Brown (Young Professional and Volunteer Engagement Manager)  
Mr Nigel Fine (Chief Executive and Secretary)  
Mr Tim Hamer (Director of Knowledge)  
Mr Mike Harding (Head of Business Performance and Planning)  
Ms Sarah Jenkins (Strategy and Planning Development Manager)  
Ms Eloisa de la Maza (Governance and Legal Affairs Executive)  
Ms Michelle Richmond (Director of Membership and Professional Development)  
Mr Ben Rudd (Head of Communications)  
Ms Katy Turff (Programme Manager)  
Dr Tony Whitehead (Director of Governance and Policy)  
Mr Andrew F Wilson (Head of Governance and Legal Affairs)  
Mr Keith Woodward (Head of Marketing)

**27. Welcome**

The Chairman welcomed members to the meeting.

**28. Speed Networking and Introductions**

Members of Council undertook a speed networking exercise.

## 29. Views from the Bridge

29.1 The Chairman gave a brief oral introduction to the meeting. He drew attention to the requirement for each Council member to join at least one of the three Working Parties. He also invited members to propose items for discussion at the next two meetings and to write papers for discussion by Council.

29.2 Mr Fine, Chief Executive and Secretary, reminded Council of the IET Vision and reported on delivery against the IET Strategy for the 21<sup>st</sup> Century during the current year. He drew attention to the Corporate Partners programme to be launched in December 2011 and reported that the Board of Trustees had approved that a Vision 2021 for the IET in its 150th year should be developed over the next six months.

(Staff note: Copies of the slides have been placed on the secure Council webpages.)

29.3 During discussion the following comments were made:

- (a) Dr McGrail reported that the Global Support Group had been highly complimentary of the new IET website, although some members had expressed concern that it appeared to be UK-centric.
- (b) Dr Green welcomed the invitation for members to become involved in the development of apps for the IET, but pointed out that they would be unable to discover how to do this unless they were personally acquainted with the staff involved.
- (c) In reply to a question, Ms Richmond explained how the new Corporate Partners programme would differ from the current Business Partners programme.
- (d) In reply to a question, Mr Fine reported on progress with the delivery of the IET Strategy in China and India.

29.4 Dr Short, President, gave an oral report on his activities during the first month of his presidency. He asked Council members to help the IET by acting as ambassadors for the profession and for the IET brand, by encouraging membership and volunteering, by using the ever-increasing digital resources of the IET such as MyIET and IET.tv and by providing useful input to the IET Strategy and IET Plan.

29.5 During discussion the following comments were made:

- (a) Mr Morton asked why the IET had decided to concentrate its strategic development in China and India. The President pointed out that this was explained in the IET Strategy and in articles that had been published in *Member News*. The decision did not imply that the IET activity in other parts of the world were valued less than previously.
- (b) Eur Ing Savvides commented that he believed that IET activities in Europe, Middle East and Africa should be considered on an equal status with those in the Americas.
- (c) Eur Ing Savvides asked why the 2011 Ambition and Achievement Awards Ceremony had been held at the Intercontinental Hotel, Park Lane, instead of Savoy Place. The President replied that the popularity of the event had meant that it was too large to be accommodated at Savoy Place.

### **30. Governance Structure**

30.1 Dr Whitehead and Ms Jenkins introduced and Council noted a report on the IET's new governance structure (CO(11)27). It was noted that the governance review earlier in the year had found that the majority of the IET's governance structure had been in good shape, meaning that the Board of Trustees had been able to concentrate its attention on the few dysfunctional elements.

30.2 During discussion the following comments were made:

- (a) Dr Sandom commented that the role of cross-sectoral communities within the IET was of great importance and they ought not to be overlooked even though they were not listed on the structural diagrams.
- (b) A member of the Global Support Group had commented that he considered that the recent governance review had been "demeaning to volunteers".
- (c) A member of the Global Support Group had commented that he considered that the timescale of the recent governance review had been incorrect.
- (d) In reply to a question, Ms Jenkins reported that detailed information had been sent to the members of the Local Network Committees and Technical and Professional Network Committees to explain the changes to the annual budgeting arrangements that were consequent upon the governance changes.

### **31. Main Boards**

31.1 Council received oral reports from the Senior Staff Members of the two Main Boards:

- Knowledge Management Board: Mr Tim Hamer;
- Membership and Professional Development Board: Ms Michelle Richmond.

(Staff note: Copies of the slides have been placed on the secure Council webpages.)

31.2 During discussion the following comments were made:

- (a) Dr Green commented that there were many conferences on engineering topics in Australia that were not run by the IET or associated with the IET. Mr Hamer replied that the IET would be interested in running such conferences.
- (b) In reply to a question, Dr Whitehead outlined how the strategic risk register was managed by the Board of Trustees, the Audit Committee and the Main Boards.
- (c) Eur Ing Clark asked whether sales of the *Code of Practice for Electric Vehicle Charging Equipment Installation* would be promoted only in the United Kingdom. Mr Hamer replied that it would be promoted in all parts of the world.
- (d) In reply to a question, Ms Richmond explained the procedure for the withdrawal of accreditation from a university degree course.
- (e) Mr Luo asked whether consideration would be given to providing alternative payment options for countries such as Australia where credit card use was not commonplace. Ms Richmond replied that other payment options were already offered to members.
- (f) Mr Fong asked whether the number of EngTech registrations were improving. Ms Richmond replied that the annual target was quite small and hence was being met.

## **32. Apologies for Absence**

Apologies for absence were received from Dr Monira Abu El-Ata, Ms Margaret Ajibode, Dr Colin Arthur, Mr Stephen Burgin, Mr Mike Carr, Ms Alice Chan, Mr Richard Grant, Dr Simon Harrison, Mr Tom Hlaing, Professor Alison Hodge, Professor Andy Hopper, Mr David Lindsley, Professor Christopher Snowden, Mr Richard Spalding, Dr Hanna Sykulska-Lawrence, Professor Jeremy Watson and Professor William Webb.

## **33. Minutes**

The Minutes of the meeting held on 14 July 2011 (CO(11)M2) were approved and signed as a correct record, subject to the following amendment:

Minute 17.3(a): “Mr Brooks commented that the papers contained some useful detail, but as they related to activities that were already being undertaken by the IET it was unlikely that they would be taken up;” to read “Mr Brooks commented that the papers reflected a lot of good work and contained some useful ideas, but which risked being ignored on the presumption that some were already in hand. The innovation strategy proposal had not assumed that nothing innovative was happening but had proposed formalisation of the process for the capture, pursuit and tracking of good ideas;”

## **34. Actions Taken or Outstanding**

34.1 Council noted a report on actions taken or outstanding since its previous meeting (CO(11)28).

34.2 During discussion of the arrangements for the meeting of Council the following comments were made:

- (a) Dr McGrail reported that the Global Support Group had suggested that the standard of written reports to Council should be improved and, in particular, papers should begin with a summary of their contents.
- (b) The Global Support Group had also suggested that the order of business in meetings should revert to the previous arrangement, whereby the routine business took place at the end of the meeting, not at the beginning.
- (c) It was suggested that the oral reports from the Chief Executive and Secretary, the President, and the Senior Staff Members of the Main Boards would have been better if circulated to Council beforehand as papers.
- (d) Mr Sheppard suggested that future Council meetings should start with the Working Party sessions, as had been done at recent meetings.
- (e) Dr Sandom commented that starting the Council meetings at 8.45 am was particularly inconvenient for members travelling to the meeting from within the United Kingdom.

34.3 Eur Ing Wells undertook to ask the Council Co-ordination Team to consider these suggestions.

34.4 With reference to Minute 16.3 of CO(11)M2, Dr Green asked whether the statement made about IET University Prizes was still correct. Ms Richmond confirmed that the statement was correct.

34.5 With reference to Minute 20.3 of CO(11)M2, Professor Jones suggested that Council might consider inviting Rear Admiral Nigel Guild, Chairman of the Engineering Council, and Sir John Parker, President of the Royal Academy of Engineering, to address it on the subject

of why there was no reserved title for engineers in the United Kingdom. Ms Richmond reported that Mr Jon Pritchard, the Chief Executive Officer of the Engineering Council, had recently addressed the IET Accreditation Conference. She also commented that the Institution of Mechanical Engineers had raised the issue of reserved titles at a recent meeting of the Engineering Council Board of Trustees.

34.6 With reference to Minute 20.3 of CO(11)M2, Mrs Vukovic asked whether it had been decided if any of the proposals made by Council for the promotion of professional registration and continuing professional development had merit. Ms Richmond replied that this had not been done.

34.7 With reference to Minute 20.5 of CO(11)M2, Ms Richmond confirmed that Council's proposals concerning the education 5-19 programme had been drawn to the attention of the staff responsible. Eur Ing Wells suggested that a further report to Council on the education 5-19 programme might be of interest.

### **35. Council Constitution and Terms of Reference**

35.1 Council noted its constitution and terms of reference of Council (CO(11)29).

(Staff note: A revised paper (CO(11)29(revised)) is circulated with these Minutes.)

35.2 Council noted the Guidance Notes for Members of Boards and Committees.

### **36. Introduction to the IET Plan**

Mr Harding gave a detailed report on the IET Plan for 2011-2013 and the proposed IET Plan for 2012-2014. He drew attention to the seven key strategic priorities and the strategic key performance indicators. The next year's Plan had been approved at the most recent meeting of the Board of Trustees and an abbreviated version of the approved Plan would be provided to Council in due course.

### **37. Monitoring Governance**

37.1 Eur Ing Wells introduced and Council noted a report from the Council Working Party on Monitoring Governance (CO(11)30). It had been proposed that Council should consider and vote on the proposals in the paper but, following discussion, it was agreed instead to refer the paper to the Working Party on Monitoring Governance. The Working Party would refine those proposals which required clarification and bring the proposals to the next meeting of Council for a decision.

37.2 It was proposed that consideration should be given to formalising the Global Support Group, which was an ad hoc meeting of Council members from outside the United Kingdom, perhaps creating another Council Working Party.

37.3 Council discussed the suggestion that the frequency of its meetings should be reduced from three to two per year, but no conclusion was reached.

37.4 Council again discussed the suggestion that that one of its meetings each year should coincide with the Volunteers Conference Weekend. Dr Smith commented that this appeared impractical as it had not been decided whether there should be a single Volunteers Conference Weekend in the following Session, or five regional ones, or what date they would be held. No conclusion was reached.

37.5 Council discussed a proposal that that one of its meetings each year should coincide with an Annual Congress. It was noted that at its previous meeting Council had rejected the proposal that Council be repositioned as an Annual Congress, so there were no plans to hold such an event. It was suggested that one of the Council Working Parties should draft a proposal for an Annual Congress to be held in conjunction with a Council meeting. No conclusion was reached.

37.6 Eur Ing Wells introduced and Council approved a proposal for the terms of reference of the Working Party on Monitoring Governance (CO(11)31).

### **38. Future and Current Strategy**

Mr Sheppard introduced and Council approved a proposal for the terms of reference of the Working Party on Future and Current Strategy (CO(11)32). It was agreed that the Working Party should also consider Council's input to the Vision 2021 for the IET in its 150th year.

### **39. Communicating the Views of Members**

Eur Ing Bertrand introduced and Council approved a proposal for the terms of reference of the Working Party on Communicating the Views of Members (CO(11)33).

### **40. Council Elections**

40.1 Mr Wilson reported that the call for nominations for Trustees, Main Board and Council members would be published in a *Member News* supplement to *Engineering & Technology* magazine on 14 November 2011. The closing date for nominations would be 12 December 2011.

40.2 Mr Egbert suggested that as the result of the Council election in 2012 would be known earlier than in previous years, the ballot to select the Chairman and Deputy Chairman of Council for 2012/13 should also be held earlier.

### **41. Dates of Next Meetings**

- (a) Thursday, 8 March 2012 at 8.45 am (to be held at Savoy Place, London).
- (b) Thursday, 12 July 2012 at 8.45 am (to be held at Austin Court, Birmingham).