



**Minutes of the Meeting of
COUNCIL
held on Thursday, 8 March 2012 at 8.45 am**

Present:

Eur Ing Olly Wells (Chairman)	Mr Mike Lancaster
Dr Monira Abu El-Ata	Mr Edward Lo
Ms Margaret Ajibode	Mr Michael Luo
Eur Ing Guy Bertrand	Miss Janice Man
Mr Barry Brooks	Dr Tony McGrail
Ms Alice Chan	Mr Edwin Morton
Eur Ing Brian Clark	Mr Viano Oghenekevwe
Mr Hudson Egbert	Mr David Owen
Dr James Flint	Mr Albert Poon
Mr Richard Fong	Mr L Ramesh
Dr Walter Green	Eur Ing Savvas Savvides
Mr Tim Heywood	Mr John Scott
Mr Tom Hlaing	Mr Peter Sheppard
Professor Alison Hodge	Dr Mike Short
Mr Bob Holland	Dr Karla Smith
Mr Paul Hopewell	Dr Kenneth Smith
Miss Sam Hubbard	Mr Gordon Wai
Mr R Jananthan	Dr John Walker
Professor Barry Jones	Mr Peter Wherritt
Mr Tim Kerby	Professor Allan Williamson
Mr Nicos Kouyialis	
Mr C F Kwong	

By invitation: Mr Nigel Ward

In attendance: Ms Suzanne Brown (Young Professional and Volunteer Engagement Manager)
Mr Nigel Fine (Chief Executive and Secretary)
Ms Sandra Godman (Programme Manager)
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)
Mr Stephen Scowcroft (Sector and Community Collaboration Manager)
Mr Alex Taylor (Community Development 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)

1. Apologies for Absence

Apologies for absence were received from Dr Colin Arthur, Ms Jayne Bryant, Mr Martin Coates, Mr Gavin Crook, Mr Rich Grant, Professor Peter Hicks, Air Marshal Sir Kevin Leeson, Mr Iain Murdoch, Dr Carl Sandom, Professor Sir Christopher Snowden, Mr Richard Spalding, Eur Ing Andrew Till, Mrs Maria Vukovic and Professor William Webb.

2. Minutes

The Minutes of the meeting held on 10 November 2011 (CO(11)M3) were approved and signed as a correct record, subject to the following amendments:

Minute 29.5(b): “activities in Europe, Middle East and Africa should be considered on an equal status with those in the Americas” to read “activities in Europe should be considered on an equal status with those in North America”.

Minute 31.2(e): “credit card use was not commonplace” to read “credit card use was not commonplace amongst Young Professionals”.

3. Actions Taken or Outstanding

Council noted a report on actions taken or outstanding since its previous meeting (CO(12)1(revised)).

4. Views from the Bridge

4.1 Dr Short, President, gave an oral report on his activities since the previous meeting of Council. In particular he drew attention to the Annual Report and Accounts for 2011, the Annual Dinner held at Grosvenor House and the development of IET activities in China and India. He alerted Council to plans to mark the 175th anniversary of telecommunications later in the year.

4.2 Mr Fine, Chief Executive and Secretary, reported on recent activities of the IET and drew attention to the launch of the new Faraday website and the publication of the *IET Code of Practice for Electric Vehicle Charging Equipment Installation*. Further details were in his monthly reports to the Board of Trustees, which were also made available to members of Council.

4.3 The Chairman gave a brief oral introduction to the meeting. He drew attention to the recent introduction of an Electronics Activity Badge by the Scout Association in the UK, which had been sponsored by the IET, and a proposal for the IET to compile and publish an Engineering Encyclopaedia. He commented that only 60% of Council members had contributed to discussion on the Forum and wikis since the previous meeting of Council and he encouraged members to renew their involvement with Council. Eur Ing Wells also drew attention to the national honours that had been awarded to members of Council in the New Year Honours List.

4.4 During discussion the following comments were made:

- (a) Mr Owen commented that many of the contributions to the Forum and wikis had not really added value, so the level of useful contribution was below 60%;
- (b) Mr Lancaster said that some Council members had suggested that it required “better tools”, but it was not clear what these were;
- (c) Dr McGrail reported that the Global Support Group had suggested that Council should again experiment with using WebEx and Skype for its teleconference meetings;
- (d) Mr Kerby suggested that Council should use MindJet Connect, a cloud-based collaboration tool;
- (e) Mr Hamer suggested that Council members should make use of the community tools provided in the IET’s newly-launched MyCommunity webpages.

5. Council Working Parties

Monitoring Governance

5.1 Eur Ing Wells introduced and Council noted a report from the Council Working Party on Monitoring Governance (CO(12)2).

5.2 Following discussion of the functions of Council a vote was taken (35 in favour; 0 against; 1 abstained) and it was agreed to recommend to the Board of Trustees:

(a) that Bye-law 87(a) be amended to read:

“of tendering advice to the Board of Trustees concerning the conduct of the IET’s affairs generally, including its medium and long term direction and strategy, and on any other matters referred to it by the Board of Trustees.”

(b) that Bye-law 87(b) be amended to read:

“of communicating views that are representative of and represent the range of views of those members of the IET with whom they are in contact on these and other matters to the Board of Trustees.”

(c) that Bye-law 87(c) be amended to read:

“of monitoring the governance of the IET regarding items relating to the membership and volunteers, and promoting a culture of continuous development.”

(d) that the Council Regulation be amended by the addition of a new paragraph following paragraph 9, to read:

“Council will provide constructive feedback on specific items, as requested through the Board of Trustees, to gauge opinion prior to involving all volunteers and members.”

(e) that the Council Regulation be amended by the addition of a new paragraph following paragraph 42, to read:

“Where Advisory Panels are formed by Boards, Committees etc, Council shall have at least one member on that Panel. These Panels shall be created by the Boards and Committees (as has occurred with the trial Membership and Professional Development Board Advisory Panel) and populated with members of Council. This shall avoid the construction of a duplicate set of volunteer advisory functions parallel to the Council role. The function shall strengthen the links between the Boards and Committees and Council, increase access to up-to-date information, avoid duplication of effort and help Council to focus on relevant items.”

5.3 Following discussion of the structure of Council a vote was taken (31 in favour; 0 against; 2 abstained) and it was agreed to recommend to the Board of Trustees:

(a) that the Council Regulation be amended by the addition of a new paragraph following paragraph 23, to read:

“In order to ensure a smooth succession plan, the Deputy Chairman of Council shall be elected from those reaching the end of their first year on Council, in order that they can then progress to Chairman at the end of their second year. If, for whatever reason, the Deputy Chairman is unable to progress to Chairman, nominations shall be sought from those elected Council members reaching the end of their first or second year on Council.”

- (b) that the Council Regulation be amended by the addition of a new paragraph following paragraph 41, to read:

“Council shall include standing Working Parties (Communicating the Views of Members, Future and Current Strategy, and Monitoring Governance) to work between meetings. These provide continuity between years and structured workloads can be developed (especially regarding input to the IET strategy).

- The aims and objectives of the Working Party on Communicating the Views of Members are to improve internal communications between Council and other Boards, Committees and staff, and to improve external communications of the standing of engineers in the wider community.
- The tasks of the Working Party on Communicating the Views of Members shall include oversight of the organisation of the International Congress with the other stakeholders in the event. Other tasks shall include communicating relevant elements of Board Minutes to members of Council and providing greater detail where required to inform Council of the reasoning behind decisions.
- The aims and objectives of the Working Party on Current and Future Strategy are to discuss and recommend strategic items relating to the medium and long term and provide support and advice to the Board of Trustees and other Boards and Committees and staff with regard to the IET’s strategic direction.
- The tasks of the Working Party on Future and Current Strategy shall include oversight of Council’s input into the Board of Trustees strategic cycle.
- The aims and objectives of the Working Party on Monitoring Governance are to monitor the governance of the IET and promote a culture of continuous improvement.
- The tasks of the Working Party on Monitoring Governance shall include the generation of Council’s annual report to the AGM. The Chairman of the Audit Committee shall be a member of the Working Party on Monitoring Governance.”

5.4 Following discussion of the operation of Council a vote was taken (36 in favour; 0 against; 1 abstained) and it was agreed to recommend to the Board of Trustees:

- (a) that paragraph 24 of the Council Regulation be amended to read:

“To ensure a satisfactory interactive debate and to elicit regular guidance, Council ~~will meet for a full day three times a~~ shall hold one two-day and two one-day meetings per year. Furthermore, there shall be at least one teleconference meeting involving all members of Council between the physical meetings to act as a progress update and maintain the flow of effort. Further Working Party teleconferences or meetings shall be held as appropriate to the tasks and milestones of the Working Parties to ensure continuity of engagement.”

5.5 Following discussion of the composition of Council and the election of members of Council a vote was taken (32 in favour; 0 against; 4 abstained) and it was agreed to recommend to the Board of Trustees:

(a) that paragraph 11 of the Council Regulation be amended to read:

~~“Whether elected or appointed, members of the IET Council serve in a personal capacity and do not act as delegates representing constituencies~~ represent the membership and, as such, are required to communicate with the active members and volunteers and potential members to whom they are connected in order to inform their views and the direction of Council.

More than half of the members of Council will be directly elected.

An agreed number of the elected members will be:

- from the Membership ~~at Large~~
- ~~from the Geographic Networks~~
- from the Technical and Professional Networks
- resident in the UK
- not resident in the UK
- Younger Members

The remainder of the members of Council will be:

- Appointed by the Main Boards, Regional Communities Committees and Community Resourcing Committee
- Past Presidents
- Trustees
- Co-opted for specific expertise (if required)”

(b) that paragraph 16 of the Council Regulation be amended to read:

~~“There are three two sources for elected Council members – the Membership at Large, Geographic Networks and Technical & Professional Networks. The Membership at Large and the Geographic Network sources are source is subdivided by geography (UK and non-UK) and by age (Younger Member ie 35 and under, and 36 and over).~~

- **Elected from the Membership at Large** – this source of Council members is for those IET members who are not specifically active in ~~Geographic or~~ Technical & Professional Networks. Any IET member meeting the candidate criteria may be nominated.
- ~~**Elected from the Geographic Networks** – this source of Council members is for those IET members who are specifically active in any Local or Regional Network organisation, eg on committees.~~
- **Elected from the Technical and Professional Networks** – this source of members is for those IET members who are specifically active in the Technical & Professional Networks organisations, eg on committees.”

(c) that the Council Regulation be amended by the addition of a new paragraph following paragraph 18, to read:

“At each election, all sub-category vacancies shall be advertised including Casual Vacancies that have arisen during the previous year or at previous elections. The Casual Vacancies shall be for the unexpired period of the vacancy. During the sub-category election, the candidates with the highest numbers of votes shall fill the vacancies with the longest unexpired periods.”

(d) that paragraph 20 of the Council Regulation be amended to read:

“There are four sources for appointed Council members – Boards, Trustees, Past Presidents and Co-opted.

- **Boards and Committees.** Members of Council appointed by the main Boards, Regional Communities Committees and Community Resourcing Committee are appointed annually. They are eligible for re-appointment to a maximum of three consecutive or six non-consecutive years.
- **Trustees.** All Trustees will be ex-officio, non-voting, members of Council. Presence at Council meetings will enable them to gain first hand views of Council business.
- **Past Presidents.** The two most recent Past Presidents will be members of Council. Each will normally be a member of Council for two years.
- **Co-opted.** Council may, if the need arises and at any time, co-opt no more than ~~two~~ five IET members with specific expertise required by Council, using a structured skills-based method of selection. Co-opted members may be appointed part way through a year and may serve for a maximum of two full years.”

(e) that Appendix A of the Council Regulation be amended to read:

Number	Source
12 <u>24</u>	Elected from the Membership at Large - resident in the UK, over 35
6 <u>12</u>	Elected from the Membership at Large - resident in the UK, under 36
3 <u>6</u>	Elected from the Membership at Large - not resident in the UK, over 35
3 <u>6</u>	Elected from the Membership at Large - not resident in the UK, under 36
12	Elected from Geographic Networks - resident in the UK, over 35
6	Elected from Geographic Networks - resident in the UK, under 36
3	Elected from Geographic Networks - not resident in the UK, over 35
3	Elected from Geographic Networks - not resident in the UK, under 36
18	Elected from Technical & Professional Networks
4	Appointed by Knowledge Management Board
4	Appointed by Membership and Professional Development Board
5	Appointed by <u>Regional Communities Committees</u>
1	Appointed by <u>Community Resourcing Committee</u>
2	Past Presidents (appointed)
15	Trustees
2 <u>5</u>	Co-opted (if required)
76 <u>82</u>	Totals (excluding co-opted and Trustees)
94 <u>97</u>	Totals (excluding co-opted but including Trustees)
93 <u>102</u>	Total – overall

(f) that Appendix B of the Council Regulation be amended to read:

Number	Source
4 8	Elected from the Membership at Large - resident in the UK, over 35
2 4	Elected from the Membership at Large - resident in the UK, under 36
4 2	Elected from the Membership at Large - not resident in the UK, over 35
4 2	Elected from the Membership at Large - not resident in the UK, under 36
4	Elected from Geographic Networks - resident in the UK, over 35
2	Elected from Geographic Networks - resident in the UK, under 36
4	Elected from Geographic Networks - not resident in the UK, over 35
4	Elected from Geographic Networks - not resident in the UK, under 36
6	Elected from Technical & Professional Networks

5.6 It was noted that proposed amendments to the Bye-laws and some of the proposed amendments to the Council Regulation, if approved by the Board of Trustees, would require the approval of the membership at a Special General Meeting.

Future and Current Strategy

5.7 Mr Sheppard introduced and Council noted a report from the Council Working Party on Future and Current Strategy (CO(12)3). Following the Working Party meeting earlier in the day a more detailed report would be prepared on the emerging proposals and this would be placed on the Discussion Forum for discussion by Council members.

Communicating the Views of Members

5.8 Eur Ing Bertrand introduced and Council noted a report from the Council Working Party on Communicating the Views of Members (CO(12)4).

5.9 Following discussion Council agreed the following recommendations on the conduct of Council meetings:

- (a) Council members should be notified via the Discussion Forum when the Minutes of the Main Boards were published;
- (b) a member of the Knowledge Management Board and a member of the Membership and Professional Development Board should make a brief oral report at each Council meeting;
- (c) if no member of the Knowledge Management Board or the Membership and Professional Development Board attended a particular Council meeting then a written report should be provided before the meeting;
- (d) if no member of the Knowledge Management Board or the Membership and Professional Development Board attended a particular Council meeting and no written report was provided before the meeting then the Council Co-ordination Team should review the Minutes of the most recent meeting and provide an oral report to Council.

(e) this decision should be reviewed by Council after 18 months.

5.10 Ms Richmond reported that an online membership application form which had asked applicants to select exclusively from a list of UK qualifications had been updated and would be replaced shortly by a new application form. Other comments on the membership application webpages had been referred to the team responsible (Appendix A to CO(12)4).

5.11 Following discussion, Council agreed to recommend to the Board of Trustees that the IET should publicise national honours and awards given to members of the IET by issuing press releases and placing notices on the homepage of the IET website.

5.12 Council agreed to ask staff to report to it on:

- providing an online wiring diagram showing staff contacts, role descriptions, and information flows;
- using MyIET for volunteer registration;
- tools for effective interaction of volunteers and staff;
- staff interaction with Local Network Committees, Technical and Professional Network Committees and Sectors;
- reporting on the activities of the Main Boards.

5.13 Eur Ing Bertrand drew attention to the report in paper CO(12)1(revised) which detailed staff comments on the proposals regarding the creation of new reserved titles that had been rejected by the Board of Trustees in 2011.

5.14 Council discussed the proposal to recommend to the Board of Trustees that a joint Council / Board of Trustees Working Party be established “to scope and explore the issue of the perceived value of engineers and engineering in the UK”. Mr Brooks commented that the proposal did not explain what the purpose of the Working Party was or what it was expected to achieve. Ms Richmond commented that the activity envisaged appeared very similar to Engineering the Future, an alliance of UK professional engineering institutions including the IET which had been created to allow the UK engineering profession to speak with one voice on engineering issues of national and international importance.

5.15 Following discussion Council agreed:

- (a) to submit the proposal for a Working Party to the Board of Trustees;
- (b) to recommend to the Board of Trustees that the IET should create “a repository of all existing information on the perceived value and status of engineers in the media and the IET archives since the Finniston Report in 1980”;
- (c) that, if possible, the proposals to the Board of Trustees should be accompanied by a statement of what they were intended to achieve.

Annual Congress

5.16 Eur Ing Wells introduced and Council noted a proposal to set up another Working Party to draft a proposal for an Annual Congress (CO(12)5).

5.17 It was noted that it had been agreed in November 2011 that one of the existing Council Working Parties should draw up detailed proposal for an Annual Congress, for consideration by Council in March 2012. As this had not been done, the Council Co-ordination Team had proposed that a new Working Party should be created to draw up a detailed proposal for an Annual Congress, for consideration by Council in July 2012.

5.18 Council discussed the suggestion that an Annual Congress should be held in 2013 instead of a Volunteers Conference. It was agreed that as the purpose of an Annual Congress had not been defined, and the proposal to hold an Annual Congress had not been written or approved, and the plans for a Volunteers Conference in 2013 were not known, it would be premature to attempt to discuss this suggestion.

5.19 Following discussion, it was agreed that a Working Party should be set up to draft a proposal for an Annual Congress. The proposal should also consider the relation between such an event and the annually held Volunteers Conferences.

Global Support

5.20 Dr McGrail introduced and Council noted a proposal to constitute the Global Support Group as a Council Working Party (CO(12)6). Following discussion, Council agreed that the ad hoc Global Support Group should be replaced with a formally constituted Council Working Party on Global Support, and that the terms of reference of the Working Party should be:

Council Working Party on Global Support

The Working Party will consider matters of interest to members of Council who are resident outside the United Kingdom. The Working Party will provide input to each meeting of Council either through consensus provided through the Chairman of the Working Party or through comments and contributions by individual members.

The Working Party comprises all members of Council who reside outside the United Kingdom. The Chairman of the Working Party is appointed annually by Council, with nominations both supplied to Council by the Working Party and from amongst the members of the Working Party.

The Working Party is in addition to and independent of the existence of other Council Working Parties and it is expected that members of the Working Party on Global Support will also take roles and make inputs to other Council Working Parties, providing inputs to those Working Parties with a broad non-UK perspective within an IET frame of reference

5.21 It was agreed that membership of the Working Party should be restricted to Council members who lived outside the United Kingdom.

5.22 Dr McGrail reported that the Global Support Group had recommended that the structure of future Council meetings be changed to:

- Half-day Global Support Group meeting (Wednesday afternoon);
- Half-day Council Working Party meetings (Thursday morning);
- Half-day Council meeting (Thursday afternoon).

5.23 The Global Support Group had also recommended that all staff presentations to Council be recorded beforehand on IET.tv No decision was reached.

Other Matters

5.24 Dr Abu El-Ata suggested that consideration should be given by Council to the management of volunteer resources by Local Network Committees. No decision was reached.

5.25 Council discussed a proposal that the Council meeting in November should be rescheduled for October and held on a day adjacent to meetings of the two Main Boards. It was suggested that this would allow new members of Council to get up to speed more quickly at the start of the Session and that it might be convenient for some members who attended both Board and Council meetings.

6. IET Plan and Strategic KPIs 2011-13

6.1 Ms Jenkins introduced and Council noted the IET Plan and Strategic KPIs 2012-14.

6.2 It was agreed that Council's input to the IET Strategy and the IET Plan for 2013 should be via the Council Working Party on Future and Current Strategy.

7. Annual Report and Accounts

7.1 Mr Harding introduced and Council noted the IET Annual Report and Accounts for the year ending 31 December 2011 (CO(12)7).

7.2 As the report had only been made available to Council the day before its meeting it was agreed that Council should discuss the content on the Discussion Forum.

8. Sectors and Communities

8.1 Council noted a report on current developments with IET Sectors and Communities (CO(12)8). It was noted that a presentation of the paper had been provided for Council members beforehand on IET.tv

8.2 At the invitation of the Chairman, Mr Nigel Ward, Chairman of the Communities Resourcing Committee, gave a brief oral report on the work of the Committee.

9. Main Boards

9.1 It was noted that a written report on the most recent meeting of the Knowledge Management Board by Mr Spalding had been posted on the Discussion Forum.

9.2 Mr Hlaing gave a brief oral report on the most recent meeting of the Membership and Professional Development Board.

10. Membership Satisfaction Survey

10.1 Ms Jenkins introduced and Council noted a report on the most recent Membership Satisfaction Survey (CO(12)9).

10.2 Mr Hlaing commented that he believed that the sample size of the Membership Satisfaction Survey might have been incorrect and he was therefore concerned that the results might not have been statistically significant.

11. Media Coverage

Mr Rudd introduced and Council noted a report on Media Coverage in 2011.

12. Marketing

Mr Woodward drew the attention of Council to the most recent marketing materials produced by the IET.

13. Elections

13.1 The Chairman reported that the closing date for the IET elections was 5 April 2012. Once the results of the election of new Council members was known, arrangements would be made to elect members to fill the vacancies arising on 1 October 2012 for the Chairman of Council, the Deputy Chairman of Council and two members of the Council Co-ordination Team.

13.2 Council discussed a suggestion that the current Casual Vacancies on Council should be filled in order to increase the size of Council. The Chairman undertook to draft a proposal to do this for consideration at the next meeting.

14. Date of Next Meeting

Thursday, 12 July 2012 at 8.45 am (to be held at Austin Court, Birmingham).