



**Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Monday, 8 January 2007 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 (by telephone)
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 Tony Henderson (Head of Media and Public Relations)
Mr Paul Jackson (Director of Professional Operations)
Mr Steven Mair (Director of Publishing)
Ms Jo McClinton (Director of Human Resources)
Mr Robin W McGill (Chief Executive and Secretary)
Dr Alf Roberts (Retiring Chief Executive)
Ms Michelle Richmond (Director of Qualifications)
Mr Simon Thomson (Publishing Director) (Minute 6)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

1. Apologies for Absence

Apologies for absence were received from Mr Gabriel Izienicki.

2. Minutes

The Minutes of the meeting held on 11 December 2006 (T(06)M12) were approved and signed as a correct record.

3. Actions Taken or Outstanding

3.1 The Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(07)1).

3.2 With reference to Minute 174 of T(06)M11, Mr Baines reported that he would be meeting Mr Jackson later in the week to discuss additional work that might be undertaken to support further development of the Institution's global strategies

4. Chief Executive's Report

4.1 Dr Roberts introduced and the Board noted the report from the Chief Executive (T(07)2).

4.2 It was noted that amongst the IET members included in the recent New Year Honours List were:

Professor Andy Hopper CBE
Mr Mike Liston OBE
Sir John O'Reilly
Dr Martyn Thomas CBE

4.3 The Board discussed the recruitment situation. The target for 2006 had been 5% and approximately 2% had been achieved. It was commented that the attention devoted to the creation of the new institution and the consolidation following the effective date had diverted attention from recruitment projects. It was noted that recruitment was growing most quickly amongst groups that had not traditionally joined the Institution in the past.

4.4 The Board discussed the rate of applications for EC^{UK} registration. It was noted that there had been a surge in applications before the deadline for SARTOR 2 at the end of 2005. During 2006 applications for CEng had met the target, but those for IEng and EngTech had not.

5. RM Lessons Learned

5.1 Mr Slowe gave a presentation on Lessons Learned from Phase 1 of the IET RM Programme (T(07)3).

5.2 During discussion the following points were made:

- (a) the absence of an overall project manager and programme management plan at the outset of Phase 1 had caused difficulties, but that had been resolved when Mr Slowe had been appointed as overall project manager;
- (b) at one stage during 2006 the prioritisation of matters concerning the creation of the New Institution and a major publications project had had a negative effect on the implementation of Phase 1;
- (c) the IT Director should not normally act as business change manager;
- (d) the Audit Committee had observed that a significant lesson learned from Phase 1 had been that care was needed not to tackle too many large-scale projects simultaneously;
- (e) the Audit Committee had asked for a report on the management of the prioritisation process for the second phase of the RM Programme at its next meeting.

6. See Confidential Minute

7. See Confidential Minute

8. See Confidential Minute

9. Audit Committee

The Board noted a report from the Audit Committee (T(07)6).

10. Finance and Investment Committee

The Board noted a report from the Finance and Investment Committee (T(07)7).

11. IET Web Development Programme

The Board noted a progress report on the IET Web Development Programme (T(07)8).

12. Press Office

12.1 The Board noted a report on Press Office, PR and Media Relations Activity (T(07)9).

12.2 Mr Henderson reported on the arrangements for the 2007 Annual Dinner and drew attention to a reception to be held at the House of Commons on 30 April 2007.

13. Public Policy Issues

The Board noted a report on public policy issues (T(07)10).

14. Dinner Guest

The Board considered matters to discuss with Sir George Cox (Chairman, Design Council) at the dinner following the meeting.

15. HSBC Bank Account

The Board approved amendment of the authorised signatories for the IET bank account with HSBC in Hong Kong (T(07)11). Three previous signatories, Mr Steve Riding, Dr Alf Roberts and Mr Martin Smith would be removed and replaced by Mr Ed Almond, Mr Robin McGill and Mr Simon Thomson.

16. Date of Next Meeting

Monday, 5 February 2007 at 5.00 pm.