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Dear Applicant

Thank you for your interest in applying to become a member of the IET's Preliminary Investigation Board or Disciplinary Board.

Members of the two Boards have a very important function within the IET. Allegations of misconduct are infrequent, but when they do arise, they must be investigated thoroughly and adjudicated upon with transparency so as to maintain the integrity of the IET to its members and to the wider public. As such, we need the right volunteers to ensure this happens.

If you believe you have the necessary skills, we would very much like to hear from you. The IET supports inclusivity and diversity, and encourages applications from members (MIET, FIET and Honorary FIET) with a range of experience to serve in these roles.

The closing date for applications is **Friday**, **19 May 2023**. Should you have any questions on the roles available or the process, please contact **disciplinarycomplaints@theiet.org** and the team will be happy to answer them.

We look forward to hearing from you.

Yours sincerely

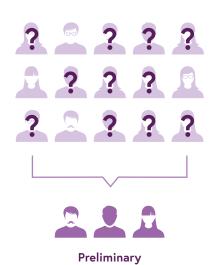
Christopher Knibb

Director of Governance and External Engagement

1. Preliminary Investigation Board

The Preliminary Investigation Board (PIB) will comprise not more than 15 members, who are appointed by the IET's Board of Trustees. From the pool, 3 members will be selected to form a Preliminary Investigation Panel (PIP) for each allegation referred from the Complaint Secretary.

There are currently 11 members on the PIB, with 7 retiring in September 2023. Therefore, there are 11 positions available.



Investigation Panel

A. Role of the Preliminary Investigation Panel (PIP)

The role of the PIP is to:

- ✓ consider complaints and allegations of misconduct referred to it from the Complaint Secretary;
- ✓ order (where appropriate) a full investigation into the matter be carried out; and
- ✓ determine if the matter should be referred to the Disciplinary Board.

B. Task Specification

- ✓ Read and extract key facts from the information on the allegation provided by the Complaint Secretary.
- ✓ Decide either:
 - a) the complaint does not raise an issue of improper conduct worthy of further consideration; or
 - b) the matter should be investigated and provide directions for the investigation to follow.
- ✓ In the case of b), give directions on: any factual issues and matters to be investigated by the Investigator; any individuals to be interviewed; and any expert evidence to be obtained.
- ✓ Read and extract key information from the Investigator's report.
- ✓ Decide what further action (if any) is required:
 - a) no further action inform the member and the complainant of the decision to dismiss the matter.
 - b) refer the matter to another body or procedure.
 - c) propose an Admitted Breach and Sanction decide the factual matters that the member is invited to agree; the improper conduct the member is invited to agree occurred; and the sanction the member is invited to accept.
 - d) refer the matter to the Disciplinary Panel provide a report setting out: the factual issues giving rise to the allegation of improper conduct; how the factual issues amount to improper conduct (including the element of the Rules of Conduct that have been breached); and how the improper conduct is alleged to impair the member's practice.

C. Person Specification

Appointed members will have the ability to:

- ✓ work within a regulatory framework (the Disciplinary Regulations and Rules of Conduct) and apply the rules consistently
- ✓ act with integrity, fairness, honesty and discretion
- ✓ think clearly and logically
- ✓ put aside pre-conceptions, be open-minded and objective
- ✓ analyse and dissect large quantities of (complex) information
- ✓ identify the relevant details of a wide range of issues
- √ exercise sound judgement and independence of mind
- ✓ make impartial, clear and reasoned decisions
- ✓ demonstrate confidence and conviction
- ✓ work constructively, collaboratively and proactively with other Panel members
- ✓ welcome and respect the views of others
- ✓ express themselves succinctly and with clarity, both orally and in writing, and adapt their style so that it is suitable for the audience
- ✓ produce clear and well written reports
- ✓ organise time effectively and adhere to deadlines

Appointed members must be:

- ✓ of good character and in good standing with the IET
- ✓ committed to continuing to demonstrate the competencies required for effective performance of their duties as a member of the PIB
- ✓ committed to diversity, equality, and inclusivity
- ✓ confident using IT equipment

Please note, the Task Specification and Person Specification are not exhaustive lists but are examples of the duties involved in and the qualities required for the role.

D. Terms of Appointment



- Members
- Fellows
- Honorary Fellows

Tenure





- Three-year appointment.
 All Board members must be able to commit to the role for the full duration of the appointment.
- Option to renew Board membership for one further term of 3 years, subject to satisfactory performance, continued eligibility and approval by the Board of Trustees.

Time Commitment







- Variable depending on the nature of the matter referred. Likely to be between 5 and 15 days per annum.
- Must be able to dedicate time to: reading papers, attending meetings with other PIP members where necessary; replying to emails; writing/ contributing to reports; and attending training and briefing sessions.

Remuneration

- Voluntary role.
- Expenses will be reimbursed in accordance with the IET Volunteer Expenses Policy.

Selection to Form Panel



 Members of the PIB will be generally selected on a rotating basis, although this may subject to the availability of other PIB members and any conflicts of interest that arise.



Location

 Meetings of the PIP may be conducted virtually.





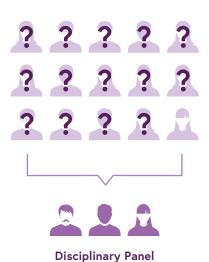
 Members must provide their own IT equipment.
 Access to IET's O365 for volunteers will be provided.



2. Disciplinary Board

The Disciplinary Board (DB) will comprise 15 members, who are appointed by the IET's Board of Trustees. From the pool, 3 members will be selected to form a Disciplinary Panel (DP) for each allegation referred from the Preliminary Investigation Panel.

There are currently 11 members on the DB, with 10 retiring in September 2023. Therefore there are 14 positions available.



A. Role of the Disciplinary Panel (DP)

The role of the DP is to:

- ✓ hear and adjudicate on allegations of misconduct against IET members referred to it from the Preliminary Investigation Panel; and
- ✓ (where necessary) impose sanctions against members who are found to have breached the IET's Rules of Conduct.

B. Task Specification

- ✓ Consider and deal with any (potential) conflicts of interest¹.
- ✓ Consider and deal with any procedural issues that may arise².
- ✓ Read and extract key details from the information provided from the Preliminary Investigation Panel.
- ✓ Prepare for and attend the Final Hearing.
- ✓ Exercise discretion over the conduct of the Formal Hearing and adjourn the Formal Hearing where necessary.
- ✓ Admit evidence that is considered fair and relevant to the matter before the Panel.
- ✓ Question witnesses.
- ✓ Decide (with the other Panel members) the outcome of the matter determine: the facts on the balance of probability; whether the member has engaged in improper conduct; if so, whether a sanction should be imposed, and which sanction.
- ✓ Deliver the decision of the Panel, supported by reasons.
- ✓ Determine whether the outcome of the Final Hearing should be published.

¹The responsibility of the Chair of the Disciplinary Panel

²The responsibility of the Chair of the Disciplinary Panel

Preliminary Investigation Board Disciplinary Board

C. Person Specification

Appointed members will have the ability to:

- ✓ work within a regulatory framework (the Disciplinary Regulations and Rules of Conduct) and apply the rules consistently
- ✓ act with integrity, fairness, honesty and discretion
- ✓ think clearly and logically
- ✓ put aside pre-conceptions, be open-minded and objective
- ✓ analyse and dissect large quantities of (complex) information
- ✓ identify the relevant details of a wide range of issues
- ✓ follow and consider arguments, and modify thinking in light of new information
- ✓ evaluate and attribute weight to evidence
- ✓ question effectively to illicit information
- ✓ listen with patience and courtesy
- ✓ exercise sound judgement and independence of mind
- ✓ make impartial, clear and reasoned decisions
- ✓ choose appropriate sanctions
- ✓ demonstrate confidence and conviction
- ✓ work constructively, collaboratively and proactively with other Panel members
- ✓ welcome and respect the views of others
- ✓ express themselves succinctly and with clarity, both orally and in writing, and adapt their style so that it is suitable for the audience
- √ organise time effectively and adhere to deadlines
- ✓ work at speed and under pressure, and produce judgements expeditiously

Appointed members must be:

- ✓ familiar with dispute resolution processes or have experience of tribunal (or similar) work
- ✓ of good character and in good standing with the IET
- ✓ committed to continuing to demonstrate the competencies required for effective performance of their duties as a member of the DB
- ✓ committed to diversity, equality and inclusivity
- ✓ confident using IT equipment

The appointed Chair of the DB /each Panel will have the following experience:

- ✓ chairing board/committee meetings
- ✓ operating at senior level
- ✓ building consensus and arriving at concrete decisions

Please note, the Task Specification and Person Specification are not exhaustive lists but are examples of the duties involved in and the qualities required for the role.

D. Terms of Appointment



- Members
- Fellows
- Honorary Fellows

Tenure





- Three year appointment.
- All Board members must be able to commit to the role for the full duration of the appointment.
- Option to renew Board membership for one further term of 3 years, subject to satisfactory performance, continued eligibility and approval by the Board of Trustees.

Time Commitment

- Flexibility required.
- Variable depending on the nature of the matter referred. Likely to be up to 10 days per annum.
- Must be able to dedicate time to: replying to emails; reading papers; attending hearings and attending training and briefing sessions.
- A hearing generally lasts one day, but it may last several days if the case is particularly complex. Hearings take place in the day time, usually starting at 9.30am.

Remuneration

- Voluntary role.
- Expenses will be reimbursed in accordance with the IET Volunteer Expenses Policy.

Selection to Form Panel



 Members of the DB will be generally selected based on availability, providing no conflicts of interest arise.

Location

 Formal Hearings may either take place in London, Stevenage or Birmingham, England or virtually.

IT



Equipment

 Members must provide own IT equipment.
 Access to IET's O365 for volunteers will be provided.



3. Selection Process and Timeline

Action	Date(s)
Distribution of Information and Application Packs	Up to 18 May 2023
Closing date for applications	19 May 2023
Screening and shortlisting completed	24 May 2023
Interviews*	5 to 16 June 2023
Decision of appointment by Board of Trustees	4 September 2023
Notification sent to successful Board Members	Week commencing 4 September 2023
Training for all appointed Board Members*	October/November 2023 (Date TBC)
Term of office begins	1 October 2023

^{*} To take place either at IET London: Savoy Place, IET Stevenage: Futures Place or virtually – will be confirmed in due course.

Selection of applicants for interview

Applicants will be selected for interview based on the information contained in their application form. We suggest that you set out your experience to date and why that makes you suitable for the role(s) and examples of how you meet the person specification.

Selection of applicants after interview

Applicants will be appointed on the basis of merit, suitability and how well they meet the person specification.

References

Applicants must state two referees, who will (with the applicant's consent) be contacted in the event they are successful at interview. All appointments are subject to the IET receiving favourable references.



4. Application Form

To apply to become a member of the Preliminary Investigation Board or Disciplinary Board, please:

- complete the application form (a separate Word version is available);
- send your completed application form to: Legal and Compliance Team, The Institution of Engineering and Technology,
 Futures Place, Kings Way, Stevenage, SG1 2UA; disciplinarycomplaints@theiet.org.

We are committed to making the recruitment process as accessible as possible. If you have any difficulties completing the application form or have specific requirements at either the application stage or interview stage, please let us know.

Data Protection: For information as to how the IET processes your personal information, please see our **Privacy Statement**.

Personal Information

Title		Name	Su	urname
IET Membership Category			IET Members	ship No.
Home Address				
Telephone Number	Home		Mobile	
Email				

Role Infor	rmatio	n				
Role applyir (please tick)		Preliminary Investigation Board	Disciplinary Boa	rd	Both	
(Please note, yo	ou may app	oly for both roles, but if you are successful, you ma	y only sit on one of the	two Boards.)		
Supporting Please set of		ent				
- how you r	meet th example	rested in applying for the role(s); e person specification, please give es; perience (e.g. education, professional,	personal, volu – any other asp – any dates / ti	ects you f	eel should	ed; and
Declaration	on					
The informat	ion set	out in my application form is, to the best	of my knowledge,	true and a	ccurate.	
Signature			Date			

5. Reference Documents

A. IET's Rules of Conduct

Approved by the Board of Trustees on 3 October 2019.

The Rules of Conduct can be accessed at:

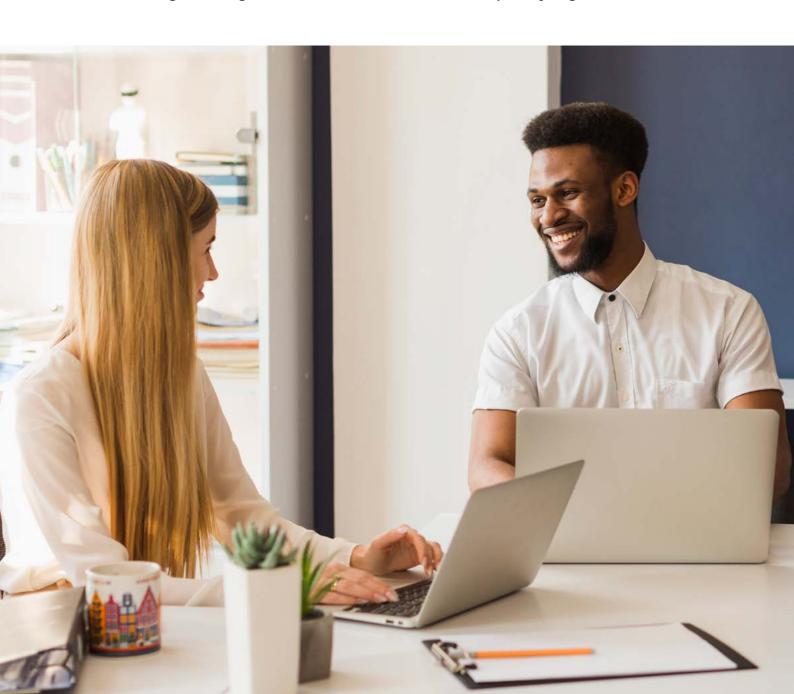
www.theiet.org/about/governance/rules-of-conduct/

B. IET's Disciplinary Regulations

Approved by the Board of Trustees on 3 October 2019.

The Disciplinary Regulations can be accessed at:

www.theiet.org/about/governance/rules-of-conduct/disciplinary-regulations/





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