Minutes of the Meeting of the COUNCIL held on Tuesday, 27 March 2018 at 15.00 hrs at Savoy Place, London WC2

Present: Dr Michele Fiorini (Chair)
Professor Ian Bitterlin (by telephone) (Minutes 1-12)
Mr Colin Davis (Deputy Chair)
Mr Joe Dunn
Dr David Evans (champion for strategy and direction)
Mr Gary Hayes
Miss Justina Ho (by telephone) (Minutes 1-12)
Miss Abbie Hutty (by telephone) (Minutes 1-12)
Mr R Jananthan
Dr Frank Johnson
Mr Yew Kee Lim (Council Board representative for Knowledge Services Board)
Eur Ing Patrick Mason (Council Board representative for Membership and Professional Development Board)
Mr Allan McCabe
Mr Edwin Morton (champion for monitoring governance)
Mr Iain Murdoch
Professor Ian Phillips
Mr Jon Ratcliff
Mr Alkis Spyrou (Council Board representative for Volunteer Engagement Board)
Dr Kate Sugden
Mr Peter Ward
Mrs Grazyna Whapshott
Mr Nick Winser (President)
Ms Teresa Wong

By invitation: Mr Guy Bertrand (Knowledge Services Board)
Ms Jayne Bryant (Trustee)
Mr K X Cheng (Volunteer Engagement Board)
Dr Simon Harrison (Trustee)
Eur Ing Tom Hlaing (Trustee)
Mrs Virginia Hodge (Trustee)
Miss Samantha Hubbard (Trustee)
Mr David Parr (Membership and Professional Development Board)

In attendance: Mr Ed Almond (Director of Finance and Planning)
Mr Dick Bacon (Professional Development Manager)
Ms Kelly Bishop (Strategic Planning Manager)
Ms Nikki Chapple (Business Process and Change Manager)
Dr Joanna Cox (Head of Strategic Engagement and Partnerships)
Ms Alison Carr (Director of Governance and Policy)
Mr Nigel Fine (Chief Executive and Secretary) (Minutes 1-12)
Mr Mike Harding (Business Performance and Planning Director)
Mr Stephen Hawthorne (Director of Knowledge) (Minutes 1-12)
Mr Oliver Kelly (Senior Research Executive)
1. Welcome and Introduction
The Chair welcomed members to the meeting of Council.

2. Apologies for Absence
Apologies for absence were received from Miss Yewande Akinola, Ms Amy Longo, Ms Dawn Ohlson, Mr Mike Prewett and Col Matthew Ware.

3. Conflicts of Interest
The Chair reminded the members of Council of the requirement to state any conflicts of interest that were pertinent to their contributions to the Council meeting.

4. Minutes
The Minutes of the meetings held on meetings held on 2 October 2017 and 8 February 2018 (CO(17)M7, CO(18)M1) were approved and signed as a correct record.

5. Actions Taken or Outstanding
Council noted a report on actions taken or outstanding since the previous meeting of Council (CO(18)4).

6. Report on Previous Breakout Session
Council noted a report on the breakout session on Drivers for Change, Professional Engineering Institution Collaboration, and Digitisation held in October 2017 (CO(18)5).

7. Reports to Council
7.1. Council noted reports from the Committees and Working Parties that report to Council:
7.1.1. Council Agenda Team, chaired by Dr Michele Fiorini (CO(18)6);

8. Main Boards
8.1. Dr Harrison gave a presentation of matters discussed by the Knowledge Services Board. He drew attention to discussion of the Knowledge Strategy, the Member Survey, the Coalition for Responsible Sharing, the Teacher Building and the Wiring Regulations.
8.2. Ms Richmond gave a presentation of matters discussed by the Membership and Professional Development Board. She drew attention to discussion of KPIs, strategy, membership subscriptions, the member email alias service, the CPD audit and safeguarding.
8.3. Mrs Hodge gave a presentation of matters discussed by the Volunteer Engagement Board. She drew attention to discussion of the Member Survey, strategy and the Communities Resourcing Committee. She read a statement concerning the Monitoring Governance Working Party:

“Council members have noted the Monitoring Governance Working Party paper regarding Office 365 and volunteer policies sign-up. I was somewhat surprised given the prominence that the Volunteer Engagement Board has given to both. Alkis Spyrou, as Council representative to the Volunteer Engagement Board, has reassured me that they do not want to duplicate the work of the Volunteer Engagement Board and I am happy to have a call with him tomorrow or later in the week, if there are any concerns.”

9. Governance for the Future

9.1. Ms Carr introduced and Council noted the report from the Governance for the Future (G4F) Review Steering Group on the implementation of the G4F governance changes (CO(18)8).

9.2. Dr Evans and Mr Morton expressed satisfaction with the outcome of the report.

9.3. Mr Hayes asked whether the Working Party had been asked to review the democracy and efficiency of the IET. Ms Carr replied that the Working Party had been convened to review the effectiveness of the implementation of the G4F governance changes after a year of operation.

10. Annual Report

Mr Wilson introduced and Council noted the annual report of Council to be presented at the Members Annual Information Event on 17 May 2018 (CO(18)9).

11. SOFT Analysis

Mr Dunn introduced and Council noted a report on a Council trial of a SOFT analysis template (CO(18)10). Mr Dunn undertook to prepare a trial report after the Council meeting and post it on Engineering Communities for discussion.

12. Year of Engineering

12.1. Ms Carr introduced and Council noted a report on the Year of Engineering (CO(18)11).

12.2. Mrs Hodge commented that members based in the UK should write to their constituency MPs asking them how they would be supporting the Year of Engineering.

12.3. Mr Hayes asked whether there would be any activities in China or India. Ms Carr replied that it was a UK government campaign and activities would be only in the UK.

12.4. Miss Ho commented on a matter unrelated the Year of Engineering. The IET’s Education 5-19 department was planning to translate some published educational resources for China. Mr Hayes asked what languages the material would be written in. Miss Ho replied that they would be in Chinese.

12.5. Mr Ward suggested that IET Local Networks should consider holding events linked to the Year of Engineering. Mrs Whapshott suggested that the Womens Engineering Society should consider holding events linked to the Year of Engineering.
13. **Breakout Session**

13.1. Council divided into groups to discuss in parallel, World Café style, several issues face-to-face relating to Council input to the IET Strategy in 2018 (CO(18)12).

13.2. It was noted that a written report would be made to the next meeting of Council.

14. **International Strategy**

14.1. Mr Morton reminded Council that at its meeting on 16 June 2016 Council had discussed a paper on Attracting and Retaining Members in Canada and the USA (Appendix B to CO(16)26) and made recommendations to the Board of Trustees. Because of the continuing decline in membership in North America he suggested that Council might wish to discuss the matter again.

14.2. Council agreed that the matter should be discussed initially on Engineering Communities in order to gauge the level of interest.

15. **Format of Council Meetings**

15.1. Mr Morton suggested that Council should convene a Working Party comprising Council members, Trustees and staff to review the layout of seating in Council meetings and the operation of the World Café style breakout sessions.

15.2. Council agreed that the matter should be discussed initially at the informal feedback meeting to be held immediately after the Council meeting.

16. **Report to the Board of Trustees**

Council agreed that there were no particular matters to be reported to the Board of Trustees.

17. **Dates of Next Meetings**

17.1. Thursday, 14 June 2018 at 3.00 pm, at Savoy Place, London WC2 – Council Meeting.

17.2. Thursday, 14 June 2018 at 5.00 pm, at Savoy Place, London WC2 – Strategic Input Meeting.

17.3. Friday, 15 June 2018 at 9.00 am, at Savoy Place, London WC2 – Strategic Input Meeting.