Minutes of the Meeting of the
COUNCIL
held on Monday, 20 March 2017 at 15.00 hrs
at Savoy Place, London WC2

Present: Mr Richard Spalding (Chair)
Ms Alice Chan
Mr Colin Davis
Mr Joe Dunn
Mr Rob Edmunds
Dr David Evans (champion for strategy and direction)
Eur Ing Jimmy Fam
Dr Michele Fiorini (Deputy Chair) (Council Board representative for
Membership and Professional Development Board)
Mr Richard Fong
Mr Gary Hayes
Eur Ing Dr Ali Hessami
Mr R Jananthan (Council Board representative for Volunteer Engagement
Board)
Dr Frank Johnson (Council Board representative for Knowledge Services
Board)
Mr K Kalyan Sagar
Mr Mike Lancaster (champion for communicating representative views)
Mr Yew Kee Lim
Ms Amy Longo
Eur Ing Patrick Mason
Mr Edwin Morton
Mr Reg Russell
Mr Paul Smith (champion for monitoring governance)
Mr Alkis Spyrou
Dr Kate Sugden
Mrs Grazyna Whapshott
Ms Teresa Wong

By invitation: Mr Tim Allen (Membership and Professional Development Board)
Dr Colin Arthur (Knowledge Services Board)
Mr Guy Bertrand (Knowledge Services Board)
Dr Peter Bonfield (Trustee, Chair of Membership and Professional
Development Board)
Mr Mike Carr (Trustee)
Ms Naomi Climer (Trustee)
Professor Bob Cryan (Trustee)
Eur Ing Tom Hlaing (Trustee)
Eur Ing Graham Hobbs (Trustee)
Mrs Virginia Hodge (Trustee, Chair of Volunteer Engagement Board)
Miss Sam Hubbard (Membership and Professional Development Board)
Mr David Parr (Membership and Professional Development Board)
Professor Will Stewart (Trustee, Chair of Knowledge Services Board)
Air Marshal Julian Young (Trustee)
In attendance: Mr Ed Almond (Director of Finance and Planning)
Mr Dick Bacon (Professional Development Manager)
Ms Alison Carr (Director of Governance and Policy)
Ms Nikki Chapple (Business Process and Change Manager)
Mr Martin Davies (Head of IET CPD Academy)
Mr Nigel Fine (Chief Executive and Secretary)
Mr Tim Hamer (Director Knowledge)
Mr Mike Harding (Business Performance and Planning Director)
Mr Oliver Kelly (Senior Research Executive)
Ms Hilary Lambert (Director of International Strategic Marketing and Engagement)
Ms Eloisa de la Maza (Governance and Legal Affairs Executive)
Ms Michelle Richmond (Director of Membership and Professional Development)
Ms Alex Taylor (Head of Communities)
Mr Charlie Thomason (Strategic Analysis and Planning Executive)
Ms Amanda Weaver (Head of Practitioner Publishing)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

1. Apologies for Absence

Apologies for absence were received from Ms Dawn Ohlson, Col Matthew Ware and Professor Jeremy Watson

2. Conflicts of Interest

2.1. 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.

2.2. No conflicts of interest were declared.

3. Welcome and Introduction

The Chair welcomed members to the meeting of Council. He reminded them that its purpose was to generate ideas and advice on key cross-Board issues, specific Council responsibilities and for input to the IET strategy. He welcomed Mr Mike Carr (Deputy President) in the absence of the President. He commented that a number of improvements had been made to the format of the meeting and Agenda following feedback from the previous meeting.

4. Minutes

The Minutes of the meetings held on 10 October 2016 and 18 January 2017 (CO(16)M3(revised), CO(17)M1, CO(17)M2) were approved and signed as a correct record, subject to the following amendment (one member abstained from the decision):

Minute 11.9 of CO(16)M3(revised): “only 1 member against” to read “only 1 member against Minute 11.9.3”.

5. Actions Taken or Outstanding

Council noted a report on actions taken or outstanding since the previous meeting of Council (CO(17)9).
6. **Cross-Board Topics**

6.1. The Chair invited the Chair of each of the Main Boards to give an oral report on the matters discussed at the meetings held earlier in the day, focusing mainly on cross-Board topics emerging from the meetings.

6.2. Professor Stewart gave a presentation of matters discussed by the Knowledge Services Board. He drew attention to the discussion of the Wiring Regulations, Content Strategy, Mobile Access, Inspec 2, Inspec Plus, the IET Academy, SMEs, Standards Service, Skills Updating and Prestige Lectures.

6.3. Dr Bonfield gave a presentation of matters discussed by the Membership and Professional Development Board. He drew attention to the discussion of Strategy and Priorities, Young Professionals, Engineering Competency, growth of the under-40 membership, Enterprise Partners, Engineering Council, ISO 9001 and Professional Development.

6.4. Mrs Hodge gave a presentation of matters discussed by the Volunteer Engagement Board. She drew attention to the discussion of the Volunteer Support Working Party, Email Alias Service, Volunteer Proposition, KPIs and Volunteer Demographics.

6.5. During discussion the following points were made:

6.5.1. Professor Stewart outlined the plans to make the Prestige Lectures more appealing to a younger audience, which included re-naming them as EngTalks.

6.5.2. Dr Sugden asked whether the EngTalks would incorporate material from non-IET sources such as TED or YouTube. Professor Stewart replied that this was the intention.

6.5.3. Ms Chan asked what conclusions the Volunteer Engagement Board had drawn from the most recent Member Survey. Mrs Hodge replied that the Board had asked the Volunteer Support Working Party to examine the free-text comments in the survey results.

6.5.4. Eur Ing Mason asked whether the Volunteer Engagement Board had discussed CPD for volunteers. Mrs Hodge replied that it had not, however, volunteering was an activity that could be recorded as part of CPD.

6.6. The Chair invited the Chair of each of the Main Boards to introduce one cross-Board topic each.

6.7. Professor Stewart introduced a report from the Knowledge Services Board on the IET Academy (CO(17)10). He invited members to comment on:

- topics that would be of benefit to engineers and their employers;
- feedback on the potential for the Academy in countries outside the UK;
- the desirability or otherwise of becoming a qualification awarding body.

6.8. During discussion the following points were made:

6.8.1. Mr Smith commented that he believed that the IET Academy would only be successful if the courses led to a qualification. Ms Weaver replied that courses would lead to a certificate.

6.8.2. Dr Evans commented that the proposal for the IET to become a qualification-awarding body should be reconsidered, as he believed it more appropriate to use existing qualifications.

6.8.3. Mr Morton asked whether consideration had been given to non-UK revenue streams. Ms Weaver replied that market research had been done for a possible launch in India.
6.8.4. Mr Russell asked whether the IET Academy would address both higher education and further education markets. Mr Davies replied that at the time of launch the IET Academy would only address the higher education market, however, other opportunities would be considered at a later date.

6.9. Dr Bonfield introduced a report from the Membership and Professional Development Board on Continuing Professional Development (CO(17)11). He invited members to comment on how they might become ambassadors for CPD.

6.10. During discussion the following points were made:

6.10.1. Mr Smith commented that the CPD Monitoring Scheme might encourage members to become volunteers.

6.10.2. Dr Hessami commented that the report on the CPD Monitoring Scheme seemed to emphasise issues of non-compliance instead of presenting a positive image. Dr Bonfield replied that the Scheme was presented to the membership as a positive experience.

6.10.3. Dr Fiorini commented on the positive response of members to Career Manager which included CPD features. Mr Parr commented on the improvements to Career Manager over the past three years. Dr Bonfield reported that usage of Career Manager had doubled over the past year.

6.10.4. Mr Davis commented on the changing role of IET Mentors.

6.11. The Chair suggested that Council should be seen to lead by example on recording CPD. He proposed that all Council members should bring the recording of their CPD up-to-date, such that it could be reviewed by the end of July 2017. Council approved the proposal.

6.12. Mrs Hodge introduced a report from the Volunteer Engagement Board on Diversity and Inclusivity (CO(17)12). She invited members to:

- highlight specific areas of the diversity and inclusion agenda where the IET should focus activity;
- suggest engineering institutions with which to collaborate on diversity monitoring;
- endorse the setting up of a cross IET Working Party to co-ordinate activities.

6.13. During discussion the following points were made:

6.13.1. Mrs Whapshott commented that the report did not refer to the proposals on Diversity and Inclusivity made by Council in 2016, which the Board of Trustees had referred to the Membership and Professional Development Board, the Royal Academy of Engineering framework, or to the new arrangements for data collection that had been instigated by the Engineering Diversity Concordat.

6.13.2. Eur Ing Bertrand commented that the IET should focus attention on improving business processes which impacted on Diversity and Inclusivity, rather than on collecting membership data. Ms Carr replied that the focus was not on data collection, but on the Royal Academy of Engineering framework and implementation of the Engineering Diversity Concordat.

6.13.3. Dr Hessami commented that it was unclear how the IET as an international society intended to assess or address its global diversity. He suggested that the IET should take a leadership role in this area, or collaborate with other parties.
6.13.4. Mr Smith commented that Council’s discussion of Diversity and Inclusivity on the Engineering Communities had been confused about the meaning of the term Diversity. He suggested that clearer targets were needed and that these should be not be numerical.

6.13.5. Mr Morton commented that there were legal and cultural barriers to applying the same standards of Diversity and Inclusivity in many of the countries in which the IET operated.

6.13.6. Eur Ing Mason commented that the title Diversity and Inclusivity was perhaps misleading, as what needed to be tackled was achieving balance and representation within the IET and the engineering community.

6.14. The Chairs of the Main Boards confirmed that they had found the discussion in Minute 6 to be useful and that they would take into consideration the points raised.

7. Council Responsibilities

7.1. The Chair introduced the reports on the main responsibilities of Council as defined in the Bye-laws.

7.2. Council noted a report on monitoring governance and promoting continuous improvement (CO(17)14).

7.3. Dr Evans introduced and Council noted a report on strategy and direction (CO(17)15). The report listed the key issues under discussion in relation to the IET’s strategy and direction and suggested the topics to be discussed at the joint strategy discussions with the Board of Trustees on 8 and 9 June 2017.

7.4. During discussion the following points were made:

7.4.1. Dr Johnson suggested that topics discussed by Council and the three Main Boards should be prioritised in a way similar to the approach that had been taken involving a survey carried out following a Council meeting in 2016, in order to select topics for discussion at the meetings on 8 and 9 June 2017. Dr Evans replied that he considered it would be more productive to discuss the items selected for the Agenda by the Board of Trustees.

7.4.2. Dr Sugden suggested that Council members should begin to discuss the papers for the meetings on 8 and 9 June 2017 as soon as possible on Engineering Communities.

7.4.3. Mr Davis asked where the continuity of the IET Strategy could be studied. Mr Almond replied that this was described in the IET Strategic Framework, which showed the various components of the framework in their context.

7.4.4. Mr Lancaster asked whether Council members would have access to the IET Plan for 2017 for the three Main Boards. Mr Almond replied that this would be provided for Council members before the meetings on 8 and 9 June 2017.

7.4.5. Dr Evans commented that the Annual Report and Accounts for the Year Ended 31 December 2016 provided an excellent briefing for Council members in preparation for the meetings on 8 and 9 June 2017.

7.5. Council agreed to endorse the draft Agenda for the meetings on 8 and 9 June 2017 and that the draft should be developed further by Dr Evans, Mr Almond and the Trustees (Appendix B to CO(17)15).
7.6. Mr Edmunds introduced and Council noted a report on the process used by the Nominations and Succession Committee to appoint three members to Council from 1 October 2017 and to allocate new Council members to the Main Boards (CO(17)16). It was noted that the closing date for nominations was 7 April 2017. It was agreed that Council members should try to identify suitable candidates for appointment to governance posts at any time and submit their names to Ms Sandra Godman.

7.7. Mr Lancaster introduced and Council noted a report on communicating representative views (CO(17)13). The report proposed the use of webinars to help elicit views from the wider membership.

7.8. During discussion the following matters were raised:

7.8.1. Mr Morton suggested that webinars should be arranged with TPN Committees and LN Committees.

7.8.2. Mr Morton suggested that a webinar should be arranged by the Ottawa Local Network Committee to coincide with the planned visit by the President in June 2017.

7.8.3. Dr Sugden commented that it would be helpful to know what proportion of the IET membership participated with Local Network activities, to determine whether this was a representative source of members’ views. Ms Taylor replied that the attendance numbers for Local Network activities did not give this information, as the figures included non-members, and participants were counted multiple times if they attended multiple events. However, it had been estimated that 0.9% of the membership were Local Network volunteers and that 5% of the membership participated in Local Network activities.

7.8.4. Eur Ing Hlaing commented that Local Network views were already channelled into the IET via the regional Communities Committees and the Communities Resourcing Committee to the Knowledge Services Board.

7.8.5. Dr Evans commented that in discussing the proposal for webinars, Council members had made no specific suggestions about what they might achieve or what subject matter they should cover.

7.8.6. The Chair commented that webinars might be useful in obtaining views that differed from those collected from regular surveys and from the members of Boards and Committees and he drew attention to a list of topics in paper CO(17)13.

(Post-meeting Note: The Council Agenda Team agreed to hold a webinar in May 2017 instead of a teleconference. Minute 13 also refers.)

7.9. The Chair suggested that each member of Council should attend and contribute to at least one Local Network event each Session. Council approved the proposal.

(Post-meeting Note: Examples of contribution would include helping to explain wider issues about the IET and encouraging CPD. Feedback following all visits, including views obtained from Local Network members, should be provided on Council’s Engineering Community for Communications.)
8. **President’s Themes**

8.1. Council noted a written report on each of the four President’s themes:

- Cross- and multi-discipline agenda (Mr Richard Fong) (CO(17)17);
- Diversity and inclusivity (Mr Alkis Spyrou) (CO(17)18);
- The IET as a learned society in the 21st century (Eur Ing Patrick Mason) (CO(17)19);
- Digital (Mr Colin Davis) (CO(17)20).

(Post-meeting Note: The proposal in paper CO(17)20 to create a Working Party was not discussed or approved at the meeting. Mr Davis undertook to take the topic forwards with the help of other members who had expressed an interest.)

8.2. The Chair reminded members that these themes would help inform discussions during the Strategy Meetings on 8 and 9 June 2017. He asked members to post more comments by mid-May 2017 on the Engineering Communities for all four themes, to assist the authors in crafting full reports for the next meeting.

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

Council agreed that there were no matters to be reported to the Board of Trustees or the Main Boards.

10. **Member News**

10.1. The Chair drew attention to an article about Council in the most recent issue of Member News. Two members of Council, Mr Lancaster and Col Ware, sat on the Steering Group.

10.2. It was noted that the submission date for the next issue was 26 May 2017. Views were welcomed on the subject for another article about Council.

11. **Council Manual**

The Chair reported that the Council Manual had recently been updated and drawn to the attention of Council members, who had been asked to read it and provide feedback.

12. **Operational Excellence**

The Chair reminded members about the discussion on Operational Excellence in the evening networking session to be held immediately after the Council meeting (CO(17)21).

13. **Dates of Next Meetings**

13.1. May 2017 (date to be confirmed) – Webinar on Strategy items.

13.2. Thursday, 8 June 2017 at 3.00 pm, at Savoy Place, London WC2 – Council Meeting.

13.3. Thursday, 8 June 2017 at 5.00 pm, at Savoy Place, London WC2 – Strategic Input Meeting.

13.4. Friday, 9 June 2017 at 9.00 am, at Savoy Place, London WC2 – Strategic Input Meeting.