Minutes of the Meeting of the
COUNCIL
held on Thursday, 8 June 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 Mike Lancaster (champion for communicating representative views)
Mr Yew Kee Lim
Eur Ing Patrick Mason
Mr Edwin Morton
Ms Dawn Ohlson
Mr Reg Russell
Mr Paul Smith (champion for monitoring governance)
Dr Kate Sugden
Col Matthew Ware
Professor Jeremy Watson
Ms Teresa Wong

By invitation: Mr Tim Allen (Membership and Professional Development Board)
Ms Farah Azirar (Trustee)
Mr Guy Bertrand (Knowledge Services Board)
Mr Andy Bevington (Trustee)
Dr Peter Bonfield (Trustee, Chair of Membership and Professional Development
Board)
Mr Mike Carr (Trustee)
Ms Naomi Climer (Trustee)
Mr Mike Cotterell (Knowledge Services Board)
Eur Ing Tom Hlaing (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)
Mr Jon Ratcliff (Volunteer Engagement Board)
Mr James Sheppard (Knowledge Services Board)
Professor Will Stewart (Trustee, Chair of Knowledge Services Board)
Mr Nick Winser (Trustee)
In attendance:  
Mr Ed Almond (Director of Finance and Planning)  
Mr Dick Bacon (Professional Development Manager)  
Ms Ines Barbot (Board of Trustees Executive)  
Mr Richard Best (Head of IT and Digital Services)  
Ms Alison Carr (Director of Governance and Policy)  
Ms Fiona Dew (Community Development Manager)  
Mr Nigel Fine (Chief Executive and Secretary)  
Ms Sandra Godman (Head of Volunteer Support)  
Mr Tim Hamer (Director of Knowledge)  
Mr Mike Harding (Business Performance and Planning Director)  
Mr James Howe (International Business Manager)  
Mr Oliver Kelly (Senior Research Executive)  
Ms Eloisa de la Maza (Director of International Strategic Marketing and Engagement)  
Ms Hilary Lambert (Director of International Strategic Marketing and Engagement)  
Mr Ian Mercer (Head of International Operations)  
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 Mr K Kalyan Sagar, Ms Amy Longo, Mr Alkis Spyrou and Mrs Grazyna Whapshott.

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. It was noted that Mr Spalding had a conflict of interest with regards to the item on the immediate past Chair (Minute 9) and he would therefore withdraw from the meeting at that point. It was noted that Dr Fiorini, Dr Evans, Mr Morton and Dr Sugden had a conflict of interest with regards to the item on the arrangements for Council elections (Minute 10) and they would therefore withdraw from the meeting at that point.

3. Welcome and Introduction

3.1. The Chair welcomed members to the meeting of Council.

3.2. It was agreed that the Council meeting would be recorded and that the recording would be deleted after the next Council meeting had been held. It was also agreed that any recordings of previous Council meetings should be removed from the secure Council webpages.

4. Minutes

The Minutes of the meetings held on 20 March 2017 and 10 May 2017 (CO(17)M3, CO(17)M4 and CO(17)M5) were approved and signed as a correct record.

5. Actions Taken or Outstanding

5.1. Council noted a report on actions taken or outstanding since the previous meeting of Council (CO(17)24).
5.2. With reference to Minute 6.11 of CO(17)M3, the Chair reminded members that Council had agreed that they should bring the recording of their CPD up-to-date by the end of July 2017, such that it could be reviewed.

5.3. With reference to Minute 7.9 of CO(17)M3, the Chair reminded members that Council had agreed that they should attend and contribute to at least one Local Network event each Session.

5.4. With reference to Minute 11.3.6 of CO(16)M3, Mr Hayes reported that he had not opened a discussion thread about the IET website because of personal reasons.

5.5. Council noted a report on the Council submission to the Strategy Input Meeting (CO(17)25).

5.6. Council noted a report on the World Café Discussion on 20 March 2017 (CO(17)26).

6. **Main Boards**

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 recommendation to transfer the Scholarships and Prizes Committee to the Membership and Professional Development Board, improvements in the impact factors of the IET’s professional publications and the first in the new series of EngTalks.

6.3. Dr Bonfield gave a presentation of matters discussed by the Membership and Professional Development Board. He drew attention to discussion of new apprenticeship schemes, the proposed CPD enforcement policy and the recent Engineering Council audit of the Institution.

6.4. Mrs Hodge gave a presentation of matters discussed by the Volunteer Engagement Board. She drew attention to proposals for mandatory sign-up to IET policies, diversity and inclusion in the candidates for Boards and Committees and a trial of Microsoft Office 365 as a volunteer tool.

6.5. During discussion the following points were made:

6.5.1. Mr Hayes suggested that a new email service should be provided for volunteers using in-house facilities instead of Microsoft Office 365. Ms Godman gave a report on the reasons why it had been decided to conduct a trial using Microsoft Office 365. Mrs Hodge commented that the Volunteer Engagement Board would assess the results of the trial later in the year. The Chair asked Ms Godman to speak to Mr Hayes about this outside the meeting.

6.5.2. Professor Watson commented on the work that had been achieved by the three Main Boards during the current Session, the first since the implementation of the Governance for the Future changes.

7. **Member Survey**

7.1. Mr Kelly introduced and Council noted a report on the Member Survey (CO(17)27).

7.2. During discussion the following points were made:
7.2.1. Mr Morton commented that the views of the members who had not been surveyed would also be of interest. He was concerned that the response was biased towards the views of volunteers.

7.2.2. Mr Davis commented that because of the rapidly changing world in which the IET operated the views of non-members would also be of interest.

7.2.3. Mr Fine commented that one of the outcomes from the Uff Report was collaboration between the PEIs to address the “missing” 3 million engineers in the UK who did not seek registration. Ms Richmond was co-ordinating the IET’s proposed way forward on this subject.

8. Breakout Session

8.1. Council divided into five groups to discuss in parallel 3 issues that had emerged from the 2016 Member Survey and 2 questions on International Strategy:

8.1.1. Member Survey:

- Recognising that IET has limited resources, how could the IET more effectively promote engineering through championing it in society?
- How can the IET ensure what is on offer is more readily accessible to its members aged under 40 (noting that they place a very high level of importance on accessibility of the IET’s activities and benefits)?
- How might the IET increase engagement (eg networking) between members?

8.1.2. International Strategy:

- How can the IET membership and volunteers support the cost effective delivery of the International Strategy?
- How can the IET measure the success and impact of the International Strategy?

8.2. Council received reports from the five rapporteurs, as follows:

- Promoting engineering: Colonel Ware
  Convey the excitement of engineering; prioritise funding on social media, collaborate with other professional engineering institutions.
- Members under 40: Mr Dunn
  Make the IET website more efficient, generate downloadable bite-size content, tailor website content to individual users.
- Engagement between members: Ms Ohlson
  Examine competitors’ networking applications, improve website services, improve people-skills at Local Network meetings.
- Delivery of the international strategy: Mr Morton
  Take the existing international strategy as the starting point, seek views from Local Network Committees and the Communities Resourcing Committee, partner with local societies, create Local Networks in new territories where members are resident.
- Measuring the impact of the international strategy: Mr Fam
  Understand the market needs of different regions before implementing the international strategy, address issues of brand recognition, improve the quality and impact factors of journals to attract academicians.

(Post-meeting Note: The matters reported were not discussed or approved at the meeting. The Chair has suggested that they be considered by the appropriate Departments.)
9. **Immediate Past Chair**

9.1. At this point Mr Spalding left the meeting and Dr Fiorini took the Chair.

9.2. Dr Fiorini introduced and Council noted a proposal to amend the Council Regulations (CO(17)28).

9.3. Dr Johnson introduced and Council noted a proposal to amend the wording of the proposed amendment to the Council Regulations, if approved (CO(17)34).

9.4. Dr Fiorini introduced and Council noted a paper by Mr Spalding (CO(17)35) which commented on papers CO(17)28 and CO(17)34.

9.5. Following discussion two votes were held and both papers CO(17)28 and CO(17)35 were approved (20 in favour and 1 against for the first proposal and 20 in favour and 2 against for the second proposal). It was agreed to recommend to the Board of Trustees that the wording of clause 14 of the Council Regulations be amended to read as follows:

“Save for the President, all other Trustees and Main Board Members (who are not Council Members) shall be entitled to attend and speak at (but not vote) meetings of Council. If the incoming Chair of Council so proposes and if the Council so decides by a majority vote then the person who held the office of Chair of Council at the end of the immediately preceding session (if not re-elected under Regulation 18 or not an Ordinary Member of Council) may be invited to attend and speak (but not vote) at Council meetings.”

9.6. Mr Spalding resumed the Chair.

10. **Council Elections**

10.1. At this point Dr Evans, Dr Fiorini, Mr Morton, and Dr Sugden left the meeting.

10.2. The Chair introduced and Council noted a proposal to amend the arrangements for Council elections (CO(17)29).

10.3. Mr Davis commented that it might be simpler to dispense with sequential elections and to hold a single election for all positions, in which candidates could be considered for multiple positions if they wished. Mr Wilson commented that the current Regulations required candidates to serve in all positions to which they were elected, making candidacy conditional on not being elected to another position complicated.

10.4. Following discussion a vote was held and the proposal was rejected (2 in favour, 17 against). In consequence it was noted that the duration of each position in the Council elections would continue to be one year. The Chair asked all members to do their best to vote in all the elections for which they were eligible over the coming months.

10.5. Council agreed that the arrangements for Council elections in 2018 should be reviewed over the next 12 months to determine the best method.

11. **President’s Themes**

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

- Cross- and multi-discipline agenda (Mr Richard Fong) (CO(17)30);
- Diversity and inclusivity (Mr Alkis Spyrou) (CO(17)31);
- The IET as a learned society in the 21st century (Eur Ing Patrick Mason) (CO(17)32);
- Digital (Mr Colin Davis) (CO(17)33).
(Post-meeting Note: The proposals in papers CO(17)30, CO(17)31, CO(17)32 and CO(17)33 were not discussed or approved at the meeting.)

11.2. The Chair thanked the leads of the President’s Themes and asked them to finalise and submit their reports to the President no later than 31 August 2017.

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

Council agreed that Minute 9 be reported to the Board of Trustees.

13. **Main Boards**

The Chair suggested that Council Board representatives for each Main Board should be selected before start of the new Session.

14. **Council Mentors**

It was noted that up to ten mentors would be sought over the next few weeks to assist the new Council members.

15. **FIRST® LEGO® League**

Ms Richmond drew attention to the FIRST® LEGO® League International Open Championship to be held at the University of Bath from 21-25 June 2017.

16. **Votes of Thanks**

16.1. Mr Spalding conveyed his thanks to all Council members and to the IET staff.

16.2. Council agreed to record a Vote of Thanks to Mr Spalding, as retiring Chair.

17. **Date of Next Meeting**

Monday, 2 October 2017 at 3.00 pm, at Savoy Place, London WC2.