12 October 2018

**PAPER CLASSIFICATION: OPEN**

**Minutes of the Meeting of the COUNCIL held on Thursday, 4 October 2018 at 15.00 hrs at Savoy Place, London WC2**

**Present:**
- Mr Colin Davis (Chair)
- Mr Andrew Ball
- Professor Ian Bitterlin
- Mr Mike Carr
- Dr Raphael Cepeda Lopez
- Ms Claire Curtis-Thomas
- Dr Chris Donaghy-Spargo
- Dr David Evans
- Mr James Garnham
- Miss Justina Ho
- Ms Rachel Hurst
- Miss Abbie Hutty
- Eur Ing Patrick Mason
- Mr Allan McCabe
- Mr Iain Murdoch (by telephone)
- Dr C Muthamizhchelvan
- Dr Paul Needham
- Professor Ian Phillips
- Mr Mike Prewett
- Mr Jon Ratcliff
- Mr Alkis Spyrou
- Dr Kate Sugden
- Mr Peter Ward
- Ms Teresa Wong

**By invitation:**
- Mr Andy Bevington (Trustee)
- Dr Colin Arthur (Trustee)
- Mr Andy Bevington (Trustee)
- Dr Peter Bonfield (Trustee)
- Mr Joe Dunn (Trustee)
- Professor Danielle George (Trustee)
- Mrs Virginia Hodge (Trustee)
- Miss Samantha Hubbard (Trustee)
- Mr David Parr (Membership and Professional Development Board)
- Ms Alyssa Randall (Trustee)

**In attendance:**
- Mr Ed Almond (Director of Finance and Planning)
- Mr Richard Best (Head of IT and Digital Services)
- Ms Kelly Bishop (Strategic Planning Manager)
- Dr Joanna Cox (Head of Strategic Engagement and Partnerships)
- Ms Fiona Dew (Online Community Platform Development Manager)
- Mr Simon Edwards (Director of Governance and External Engagement)
- Mr Nigel Fine (Chief Executive and Secretary)
- Ms Sandra Godman (Head of Volunteer Support)
Mr Mike Harding (Business Performance and Planning Director)
Mr Giles Grant (Director of Knowledge)
Mr Oliver Kelly (Senior Research Executive)
Ms Hilary Lambert (Director of International Strategic Marketing and Engagement)
Ms Eloisa de la Maza (Governance Executive)
Ms Michelle Richmond (Director of Membership and Professional Development)
Mr Andrew Rylah (Programme Manager, Governance and External Engagement)
Mr Andrew F Wilson (Head of Governance and Legal Affairs)

1. **Welcome and Introduction**

The Chair welcomed members to the meeting of Council.

2. **Apologies for Absence**

Apologies for absence were received from Mr David Hogan, Ms Dawn Ohlson and Professor Tim Whitley.

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 meeting held on 14 June 2018 (CO(18)M3) 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)22).

5.1. Council noted a report on the breakout session held in June 2018 (CO(18)23).

6. **Council Constitution and Terms of Reference**

6.1. Council noted the constitution and terms of reference of Council (CO(18)24).


7. **Reports to Council**

7.1. Council noted reports from the Committees and Working Parties that reported to Council:

- Council Agenda Team – chaired by Mr Colin Davis (CO(18)26);
- Monitoring Governance Working Party – chaired by Dr David Evans (CO(18)27).

7.2. Council noted the Council Annual Report from the Council Agenda Team for 2017/18 (CO(18)21).
8. **President**

Mr Carr (President) gave a presentation on the key issues for the IET for the Session 2018/19. He drew particular attention to the key recommendations of the Strategy Working Party – Support to Industry, the Intersection Between Megatrends and Tech Breakthroughs, Membership and Engagement in a Digital World, Supporting Apprenticeships – and asked Council members to submit any proposals related to these.

9. **Main Boards**

9.1. Mr Bevington gave a presentation of matters discussed by the Membership and Professional Development Board. He drew attention to discussion of strategic KPIs, the 2019 budget and plan, Student conversion rates, Career Manager and the most recent Board effectiveness survey.

9.2. Mr Grant gave a presentation of matters discussed by the Knowledge Services Board. He drew attention to discussion of the 2019 budget and plan, CIRED and the most recent Board effectiveness survey.

9.3. Mrs Hodge gave a presentation of matters discussed by the Volunteer Engagement Board. She drew attention to discussion of Core Values Awards, Technical Communities and Special Interest Groups, the volunteer engagement survey, event advertising and the Equality, Diversity and Inclusion Strategy.

10. **Board Effectiveness Survey**

10.1. Council noted the results of the most recent Board Effectiveness Survey for Council (CO(18)28).

10.2. Mr Davis commented that the Monitoring Governance Working Party would consider this in detail.

11. **IET Elections**

11.1. Mr Davis introduced and Council noted a paper on the operation of the IET elections discussion forum (CO(18)29).

11.2. Following discussion it was agreed to recommend that, in view of its minimal usage, the elections discussion forum should be discontinued.

12. **Council Elections**

12.1. Mr Davis introduced and Council noted a paper on the arrangements for Council elections (CO(18)30). This was the mechanism by which Council selected its Chair and appointed its members to fill a number of internal positions. Members commented that the arrangement had worked well in 2018 and that a similar arrangement should be followed for the next year.

12.2. It was agreed that the option of conducting the Council elections electronically using a third-party web-based system should be investigated.

12.3. Mr Davis introduced and Council noted a proposal for Council Roles and Champions (CO(18)31).
12.4. Following discussion it was agreed to create the following formal roles for Council members for the Session 2018/19:

- Champion for Knowledge Services Board
- Champion for Membership and Professional Development Board
- Champion for Volunteer Engagement Board
- Champion for Strategy
- Champion for Post-Truth Era
- Champion for Digitisation
- Champion for Diversity
- Champion for Globalisation
- Champion for Sustainability

12.5. It was noted that Council had already selected the following members to fill the roles for the current Session:

- Champion for Knowledge Services Board – Vacant
- Champion for Membership and Professional Development Board – Mr Mike Prewett
- Champion for Volunteer Engagement Board – Dr Christopher Donaghy-Spargo
- Champion for Digitisation – Mr Jon Ratcliffe
- Champion for Diversity – Dr Kate Sugden
- Champion for Globalisation – Ms Justina Ho
- Champion for Post-Truth Era – Professor Ian Phillips
- Champion for Strategy – Dr Rafael Cepeda Lopez
- Champion for Sustainability – Dr Rafael Cepeda Lopez

12.6. It was agreed to appoint Mr Murdoch to fill the vacancy for a Champion for the Knowledge Services Board.

12.7. Mr Davis suggested that Council should consider creating further formal roles for Council members at a future meeting. These could include roles relating to the new Strategic Framework.

13. Breakout Session

13.1. Dr Ward and Ms Bishop introduced a paper on the IET Strategic Framework (CO(18)32).

13.2. Council divided into two groups to discuss in parallel, World Café style, the IET Strategic Framework.

13.3. Council reconvened and two members made oral reports on the World Café discussion:

- Society and Academia – Mr Bitterlin
- Industry and Practitioner – Ms Claire Curtis-Thomas

13.4. Ms Bishop reported that the output from Council’s discussion would be reported to the Trustees Planning Meeting on 8-9 November 2018.

14. Report to the Board of Trustees

Council agreed that the decisions taken by Council during the meeting should be reported to the Board of Trustees.
15. **Dates of Next Meetings**

15.1. Tuesday, 8 January 2019, 1.00 pm and 7.00 pm – Council Conference Call.

15.2. Thursday, 21 March 2019, 3.00 pm, Savoy Place, London WC2 – Council.

15.3. Thursday, 6 June 2019, 3.00 pm, Savoy Place, London WC2 – Council.

15.4. Thursday, 6 June 2019, 5.00 pm, Savoy Place, London WC2 – Strategic Input.

15.5. Friday, 7 June 2019, 9.00 am, Savoy Place, London WC2 – Strategic Input.