Minutes of the Meeting of the BOARD OF TRUSTEES
held on Thursday, 3 November 2016 at 2.00 pm
at Brocket Hall, Welwyn, Herts AL8 7XG

Present: Professor Jeremy Watson (President)
Ms Farah Azirah
Dr Peter Bonfield
Ms Naomi Climer
Dr Andy Harter
Eur Ing Tom Hlaing
Eur Ing Graeme Hobbs
Mrs Virginia Hodge
Professor Alison Noble
Professor Will Stewart
Mr Nick Winser
Air Marshal Julian Young

In attendance: Mr Ed Almond (Director of Finance and Planning) (Minutes 2-16)
Mr Richard Best (Head of IT and Digital Services) (Minutes 2-16)
Ms Alison Carr (Director of Governance and Policy) (Minutes 2-16)
Mr Nigel Fine (Chief Executive and Secretary) (Minutes 1.2-16)
Mr Tim Hamer (Director of Knowledge) (Minutes 1.2-16)
Ms Hilary Lambert (Director of International Strategic Marketing and Engagement) (Minutes 2-16)
Ms Janet Oldham (Head of Human Resources) (Minutes 2-16)
Ms Michelle Richmond (Director of Membership and Professional Development) (Minutes 2-16)
Mr Andrew F Wilson (Head of Governance and Legal Affairs) (Minutes 2-16)

1. Private Meeting

1.1. The Board met without staff present and discussed a number of matters.

1.2. The Board then met with the Chief Executive and Secretary and discussed a number of matters.

2. Apologies for Absence

Apologies for absence were received from Mr Andy Bevington, Mr Mike Carr.
Professor Bob Cryan and Mr Warren East.

3. Conflicts of Interest

No conflicts of interest were declared.

4. Minutes

The Minutes of the meeting held on 10 October 2016 (T(16)M6) were approved and signed as a correct record, subject to the following amendment:

“Mr Tim Hamer” to be added to the list of those in attendance.
5. **Actions Taken or Outstanding**

5.1. Ms Carr introduced and the Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(16)88).

5.2. With reference to Minute 9.2 of T(16)M2, the Board noted that a Trustee needed to be appointed to the Governance Review Working Party to replace Dr David Evans. The President undertook to deal with this outside the meeting.

6. **IET Plan and Budget**

6.1. Mr Almond introduced and the Board noted the Strategic Framework and 2017 Plan (T(16)89).

6.2. Mr Almond introduced and the Board noted the Financial Plan 2017, including the 2017 Budget (T(16)90). He reported that proposals for re-baselined KPIs for 2017-19 and any necessary changes to the Strategic KPIs would be brought to the Board for approval in February 2017.

6.3. Following discussion the Board approved the IET Plan and Budget for 2017.

6.4. See Confidential Minute.

7. **Terms and Conditions of Membership**

7.1. Dr Bonfield introduced and the Board noted a proposal to amend the Terms and Conditions of Membership (T(16)91).

7.2. Following discussion the Board approved the amendment to the Terms and Conditions of Membership.

8. **Council Regulations**

8.1. Ms Carr introduced and the Board noted a proposal to amend the Council Regulations (T(16)92).

8.2. Following discussion the Board approved the amendment to the Regulations. The Board also agreed to suggest to Council that the Regulations should be simplified by removing sections such as that on the Council Agenda Team, so that Council could conduct its business in whatever way its current members chose.

9. **Rules of Conduct and Disciplinary Regulations**

9.1. Ms Carr introduced and the Board noted a proposal to amend the Rules of Conduct and Disciplinary Regulations (T(16)93).

9.2. The Board discussed the proposals and Trustees made a number of suggestions to improve the wording, define the terminology and remove ambiguities from the text. It was agreed that a revised proposal should be prepared in consultation with a small group of Trustees and brought to the Board of Trustees for its consideration in February 2017.

10. **Policy and Sectors Review**


10.2. It had been determined that the recommendations could be best delivered by the creation a new function, incorporating the areas under Policy and Sectors and
including a focus on Public Affairs. This would bring together teams from two directorates, as well as introducing some new skills and would sit in the Governance and Policy Directorate.

10.3. The Board agreed that the Sector Chairs should be invited to participate in the annual meeting of Policy Panel Chairs, planned for 13 December 2016.

11. Chief Executive and Secretary’s Report

11.1. Mr Fine introduced and the Board noted a detailed quarterly report from the Chief Executive and Secretary (T(16)95).

11.2. Mr Fine gave a progress report on the Uff Review of the Engineering Landscape and the Board discussed a number of issues that it was expected to be covered by the report. It was agreed that discussion of the report should be scheduled for the Board of Trustees meeting in February 2017.

12. Main Boards

12.1. Mr Hamer gave an oral report on matters under discussion by the Knowledge Services Board.

12.2. Ms Richmond reported on the recent launch of the Micro:bit Education Foundation, of which the IET was a founding partner.

13. Inspiring Members

Dr Harter gave an oral progress report on the Working Party on Inspiring Members.

14. Office of National Statistics

Professor Stewart drew the Board’s attention to the recent publication by the Office of National Statistics of a paper on data sources and methods used in estimating output of the Information Communication and Telecommunications Industries, with a focus on the Telecommunications Industry.

15. Classification of Board Papers

15.1. The Board noted that five of the papers that had been considered at the meeting were Private and Confidential. They had been so-classified because they contained:

15.1.1. information relating to negotiations, commercial or otherwise, where disclosure could prejudice the IET’s position, or could prejudice future negotiations of a similar nature;

15.1.2. reference to minutes of or the proceedings or business of a committee or other group which has been marked Private and Confidential by that Board or Committee;

15.1.3. information which if disclosed might result in premature publicity of courses of action that might not, in the end, be followed;

15.1.4. information which was sensitive to negotiations with the contractor and supply chain.

16. Date of Next Meeting

Monday, 6 February 2017 at 3.00 pm at Michael Faraday House, Stevenage, Herts SG1 2AY.