Minutes of the Meeting of the COUNCIL
held on Thursday, 6 June 2019 at 3.00 pm
at Savoy Place, London WC2

Present: Mr Colin Davis (Chair)
Professor Ian Bitterlin
Mr Mike Carr
Dr David Evans
Miss Justina Ho
Mr David Hogan
Ms Rachel Hurst
Eur Ing Patrick Mason
Mr Allan McCabe
Mr Iain Murdoch
Dr C Muthamizhchelvan
Ms Dawn Ohlson
Professor Ian Phillips
Mr Mike Prewett (by telephone)
Mr Jon Ratcliff
Mr Alkis Spyrou
Dr Kate Sugden
Dr Peter Ward
Dr Darren Williams
Ms Teresa Wong (by telephone)

By invitation: Dr Colin Arthur (Trustee) (by telephone)
Ms Jayne Bryant (Trustee)
Mr Joe Dunn (Trustee)
Mr Rob Edmunds (Knowledge Services and Solutions Board)
Mrs Virginia Hodge (Trustee)
Miss Samantha Hubbard (Trustee)
Mr David Parr (Membership and Professional Development Board)
Air Marshal Julian Young (Trustee)

In attendance: Mr Ed Almond (Director of Finance and Planning)
Mr Richard Best (Director of IT and Digital Services)
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 Giles Grant (Director of Knowledge)
Ms Marcia Hamlin (PA & Board Secretary)
Mr Mike Harding (Business Performance and Planning Director)
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 James Robottom (Energy Lead)
Mr Andrew F Wilson (Head of Governance)
1. **Apologies for Absence**
   
   Apologies for absence were received from Mr Andrew Ball, Dr Rafael Cepeda Lopez, Mr James Garnham and Dr Paul Needham.

2. **Conflicts of Interest**
   
   There were no conflicts of interest declared.

3. **Minutes**
   
   The Minutes of the Meeting held 21 March 2019 (CO(19)M2) were approved and signed as a correct record.

4. **Actions Taken or Outstanding**

   4.1. Council noted a report on actions taken or outstanding since the previous meeting of Council (CO(19)15).

   4.2. Council noted a report from Council submitted to the Board of Trustees on 13 May 2019 (CO(19)16).

   4.3. Professor Phillips thanked the Council members who had contributed to the paper on the Public Image of the Engineering Professions and expressed his disappointment that the Board of Trustees had decided that the proposals in the paper should not be taken forward.

   4.4. The President responded that the paper on the Public Image of the Engineering Professions had been well-received by the Board of Trustees and was relevant to many of the IET’s current initiatives, including the plans for the 150th anniversary of the Institution, the President-elect's initiatives on industry and professionalism and the strategy work on positioning and impact. The specific recommendation that a new Board be established to oversee these activities had not been supported by the Board of Trustees. It had welcomed the other proposals from Council and these had been referred to the appropriate Main Boards for further consideration.

   4.5. Mr Davis commented about Council’s successful use of Yammer for discussions between meetings during the current Session.

5. **Main Boards**

   5.1. Mr Grant gave a report on matters discussed by the Knowledge Services and Solutions Board. He drew attention to the launch of Inspec Analytics and developments with the IET Academy.

   5.2. Ms Richmond gave a report on matters discussed by the Membership and Professional Development Board. She drew attention to discussion of registration, membership fees, the Advantage Programme and the annual report on Safeguarding of Children and Adults at Risk.

   5.3. Mrs Hodge gave a report on matters discussed by the Volunteer Engagement Board. She drew attention to discussion of the Equality, Diversity and Inclusion Strategy and Strategic Engagement and Partnerships.

6. **Reports to Council**

   6.1. Mr Ratcliff introduced and Council noted a report on Digitisation (CO(19)17). Council agreed to recommend to the Board of Trustees that the IET should:
6.1.1. provide more focus on ensuring its digital services were available on mobile devices as well as the traditional means of information interaction and consumption;

6.1.2. look at different monetisation opportunities through the upsell of specific content or working with third party partners to look for new commercial opportunities;

6.1.3. ensure that the digital strategy that it set catered for all members at different stages of their career as defined by Professional Home for Life.

7. **Annual Report and Accounts**

7.1. Mr Davis introduced and Council noted the Annual Report and Accounts for the Year Ended 31 December 2018 (CO(19)18).

7.2. The President explained the process by which the Annual Report and Accounts were approved by the Audit and Risk Process Committee and the Board of Trustees. Because of the timing of its meetings, Council received the Annual Report and Accounts after publication and after they had been received by the Annual General Meeting.

7.3. Although time had been set aside for detailed discussion of the content of Annual Report by Council, no comments were made.

8. **Governance Review**

8.1. Dr Evans introduced and Council noted the Interim Report on the IET Governance Review (CO(19)19) and a paper from the Monitoring Governance Working Party which proposed how Council should decide its response to the Final Report (CO(19)20).

8.2. During discussion the following comments were made:

8.2.1. Dr Evans drew attention to the remarks in the Report on the value and effectiveness of Council.

8.2.2. Professor Bitterlin commented that Council’s modus operandi reflected the excessive bureaucracy of the IET. It devoted insufficient time to the discussion of relevant issues and failed to make a detailed examination of the Annual Report and Accounts.

8.2.3. Mr Prewett commented that Council did not review and challenge the IET strategy sufficiently.

8.2.4. Dr Sugden commented that the Main Boards operated very effectively.

8.2.5. The President commented that Council needed to improve its pace of work, so that strategic input requested from Council by the Board of Trustees was delivered to coincide with the timing of Board discussions.

8.3. Following discussion it was agreed that:

8.3.1. all Council members should review and comment on the Final Report, which would be made available following the approval of the Board of Trustees;

8.3.2. the views of Council members should be collected over a period of 10-14 days in the second half of June 2019;

8.3.3. the Monitoring Governance Working Party should prepare a draft response from Council to the Board of Trustees, for review by Council members in July or August 2019;
8.3.4. the response should be submitted to the September 2019 meeting of the Board of Trustees.

(Staff note: The Final Report on the IET Governance Review (CO(19)22) is circulated with these Minutes.)

9. Breakout Session

9.1. Dr Ward introduced a paper on Energy and Material Consumption (CO(19)21).

9.2. Council divided into three groups to discuss in parallel, World Café style, Energy and Material Consumption.

9.3. Council reconvened and three members made oral reports on the World Café discussion about the key things that the IET should do to help professional engineers to address:

- the minimisation of energy consumption and reduce related inefficiencies: Professor Ian Bitterlin;
- the minimisation of materials consumption and reduce waste: Dr Darren Williams;
- the implications of climate change: Miss Justina Ho.

9.4. Dr Ward undertook to co-ordinate the drafting of a report of the discussion.

10. Report to the Board of Trustees

It was agreed that the decisions taken by Council during the meeting should be reported to the Board of Trustees, including the report on Digitisation.

11. Feedback on Council Meeting

11.1. Mr Davis invited Council members to give feedback on the Council meeting.

11.2. A number of comments were made about the Governance Review, the World Café discussion, the Strategy Planning Meeting and induction of new Council members.

12. Vote of Thanks

Council agreed to record a Vote of Thanks to Mr Davis for chairing Council during the Session 2018/19.

13. Dates of Next Meetings

13.1. July 2019 (date to be decided) (Skype meeting).

13.2. Thursday, 3 October 2019, 3.00 pm, Savoy Place, London WC2.

13.3. Thursday, 19 March 2020 at 3.00 pm, at Savoy Place, London WC2.

13.4. Thursday, 4 June 2020 at 3.00 pm, at Savoy Place, London WC2.