20 November 2019

PAPER CLASSIFICATION: OPEN

Minutes of the Meeting of the
BOARD OF TRUSTEES
held on Friday, 8 November 2019 at 2.00 pm
at Brocket Hall, Welwyn, Herts AL8 7XG

Present:  
Dr Peter Bonfield (President)
Miss Yewande Akinola
Dr Colin Arthur
Professor Phil Blythe
Ms Jayne Bryant
Mr Mike Carr
Mr Joe Dunn
Professor Danielle George
Dr Simon Harrison
Dr Andy Harter
Miss Samantha Hubbard
Dr Gopi Katragadda
Ms Dawn Ohlson
Ms Alyssa Randall

In attendance:  
Mr Ed Almond (Director of Finance and Planning)
Mr Richard Best (Director of IT and Digital Services)
Ms Morna Dason-Barber (HR Director)
Mr Simon Edwards (Director of Governance and External Engagement)
Mr Nigel Fine (Chief Executive and Secretary)
Mr Giles Grant (Director of Knowledge)
Ms Michelle Richmond (Director of Membership and Professional Development)
Mr Andrew F Wilson (Head of Governance)

1. Apologies for Absence

Apologies for absence were received from Dr Ian Belger and Air Marshal Julian Young.

2. Conflicts of Interest

There were no conflicts of interest declared.

3. Minutes

The Minutes of the meeting held on 3 October 2019 (T(19)M6) were approved and signed as a correct record.

4. Actions Taken or Outstanding

4.1. Mr Edwards introduced and the Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(19)96).
4.2. With reference to Minute 5.3 of T(19)M6, Ms Bryant reported that that she had conveyed to the Board of Foothold (formerly IET Connect) the concerns of the Board of Trustees about the change of trading name and had suggested that Foothold should state more visibly that it was the IET Benevolent Fund and that it supported IET members, past members and staff.

4.3. Mr Edwards reported that the Chief Executive of Foothold had written to the President explaining why it had been decided to change the trading name and confirming that the name change did not affect the charity’s primary purpose or how the monies held in its general funds would be applied. The Board agreed that its concerns should be raised again with Foothold.

5. **IET Plan and Budget**

5.1. Mr Almond introduced and the Board noted the Strategic Framework and Financial Plan 2020, including the 2020 Budget (T(19)97).

5.2. Following discussion the Board approved the IET Financial Plan, including the 2020 Budget.

6. **Career Manager**

6.1. Ms Richmond introduced and the Board noted a proposal for Career Manager v4 (T(19)98).

6.2. Following discussion the Board approved the Career Manager v4 project, subject to detailed approval by the Strategic Projects Committee (SPC), for a 3-year project to replace existing features and enhance the services, with project costs of up to £1.5m (approximately £900k in 2020), sourcing funds to finance the project from the IET’s annual project budget, rather than as a direct application of reserves.

7. **Trade Mark Renewals**

7.1. Mr Edwards introduced and the Board noted a proposal to appoint attorneys in Thailand for trade mark renewals (T(19)99).

7.2. Following discussion the Board agreed to authorise Ms Michelle Richmond (being a Director of the IET) to appoint attorneys in Thailand to carry out the renewal of trade marks in that territory.

8. **150th Anniversary of the IET**

8.1. Professor George introduced and the Board noted a proposal for the programme and budget for the activities to mark the 150th Anniversary of the IET in 2021 (T(19)100).

8.2. Following discussion the Board approved the programme and activities as set out in the paper and a budget of £2.94m for all activities, to be funded from IET reserves.

9. **Michael Faraday House**

9.1. Mr Almond introduced and the Board noted a report on the refurbishment of Michael Faraday House (T(19)101(revised)).

9.2. Following discussion the Board approved the Concept Design, including approach to revised way of working, and the current estimated programme costs.

9.3. See Confidential Minute.
10. **Skills Audit of Trustees**

10.1. Mr Edwards introduced and the Board noted a report on the Skills Audit of Trustees (T(19)102).

10.2. Following discussion the Board agreed to refer the report to the Nominations and Succession Committee, so that it would be aware of skills gaps that should be addressed in proposing candidates for election as Trustees in future years.

11. **Council**

11.1. Mr Edwards introduced and the Board noted a report from Council (T(19)103).

11.2. Following discussion the Board approved that:

11.2.1. the paper on Climate Change be referred to the Director of Governance and External Engagement for response;

11.2.2. the paper on a Fifty Year Strategy be referred to the Director of Finance and Planning for response;

11.2.3. the paper on the President’s Themes be referred to the Director of Membership and Professional Development for response.

12. **Main Boards**

12.1. Professor Blythe gave an oral report on matters under discussion by the Membership and Professional Development Board, including the closure of the email alias service.

12.2. Ms Ohlson gave an oral report on matters under discussion by the Volunteer Engagement Board, including the Equality, Diversity and Inclusion strategy.

12.3. The Board agreed that the Volunteer Engagement Board should be responsible for the societal challenges on “Sustainable Planet” and “Digital Futures”.

12.4. Dr Harrison gave an oral report on matters under discussion by the Knowledge Services and Solutions Board, including the IET Academy and the International Broadcasting Convention.

12.5. Mr Dunn commented on the recent and current activities of the Young Professionals Community Committee. The staff were asked to circulate Mr Dunn’s report on the most recent meeting of the Committee. Dr Harrison commented that the Young Professionals Community Committee reported to the Knowledge Services and Solutions Board via the Communities Resourcing Committee, in the same way that the other other Committees dealing with Communities did. Dr Arthur suggested that it might be timely to review whether this was still the most effective reporting structure for Communities.

13. **Chief Executive and Secretary’s Report**

13.1. The Board noted a report from the Chief Executive and Secretary (T(19)104).

13.2. During discussion, Trustees asked questions about safeguarding, cash holdings and co-operation with other Professional Engineering Institutions.

14. **Feedback on Board Meeting**

Dr Bonfield invited Trustees to give feedback on the Board of Trustees meeting.
15. **Classification of Board Papers**

15.1. The Board noted that eight of the papers that had been considered at the meeting were Private and Confidential. The Private and Confidential papers 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. legal advice or Counsel’s opinion, or were otherwise covered by legal professional privilege or concerned active legal proceedings;

15.1.5. information which could be used externally to create legal challenge, reputational risk or commercial advantage.

16. **Date of Next Meeting**

   Monday, 3 February 2020 at 2.00 pm at Michael Faraday House, Stevenage, Herts SG1 2AY.