![IET - The Institution of Engineering and Technology logo]

ANNUAL REPORT OF THE NOMINATIONS AND SUCCESSION COMMITTEE 2017/18

Introduction

Welcome to the third Annual Report of the Nominations and Succession Committee.

The purpose of the Committee is to make recommendations to the Board of Trustees for suitable candidates for election or appointment to positions on Boards and Committees. In doing so, the Committee aims to achieve a balance of skills, demographics, diversity, sectoral knowledge and international membership and to provide a robust and transparent process that is open and attractive to candidates. This report is intended to demonstrate how this has been achieved.

2018 Elections and Appointments

Overview

The IET operates fair and open processes for the election of members into its governance and seeks to encourage inclusion and diversity.

Elections are held in February/March following an appeal for members to make nominations for election to positions on the:

- Board of Trustees;
- Council;
- Communities Committees.

Candidates are also nominated by the Board of Trustees, with recommendations being made to the Board by the Nominations and Succession Committee.

The Committee reviews the lists of potential candidates for current and future positions, monitors nomination and election processes and also makes recommendations for honours and awards. The following outlines the approach and statistics for the 2018 elections and appointments, which were the third under a new governance structure introduced after a Special General Meeting held on 11 February 2016.

For the 2018 elections, there were 41 candidates, 31 proposed by the membership and 10 proposed by the Board of Trustees (4 for the Board of Trustees, 6 for Council). Of these candidates, 12% were female, 15% were under the age of 30, and 76% were resident outside the United Kingdom. A breakdown of candidates and voting, and also information about appointments, can be found in the Appendix.

For the first time, candidates were invited to provide a 3-minute video statements to supplement their written statement. Nineteen of the thirty-eight candidates did so. The Committee agreed that the video statements enhanced the process and recommended that they should continue.

The Nominations and Succession Committee recommends three candidates for appointment to Council each year. Drawing from a pool of self-nominated candidates, the Committee takes into account the skills profiles of Council members, those of existing Main Board members and the skills needs of the Boards. The Committee followed a similar procedure in making the recommendation to appoint a member to fill a casual vacancy on Council.

Attracting Candidates

Vacancies and details of the nominations process for those standing for election and those seeking appointment are advertised on the IET website and in *Member News*, and are promoted through news channels such as *Volunteer Update*. Every effort is made to encourage members to stand for both election and appointment across all positions available.

The Committee reviews the success of advertising of vacancies and works closely with IET staff in maintaining and developing candidate succession plans.

The Committee recognises that in particular, it continues to be a challenge to find candidates for election to the Communities Resourcing Committee and the regional Communities Committees. Consultation with these Committees seeks to explore the issues experienced with attracting suitable candidates and the number of members voting. In other areas, whilst there are usually sufficient candidates, the Committee would like to see greater interest, in particular for Council, which is now the source of members for the Main Boards.

The number of candidates fluctuates from year to year and the Committee monitors whether an appropriate level is maintained. It aims for contested elections offering a balanced choice of candidates to the electorate.

Diversity and Inclusion

Diversity and inclusion are particularly important for the future strategy of the Institution. The Board of Trustees encourages a wide representation of member views in terms of gender, age, geographic and sector representation. Both the Board of Trustees and Council have a requirement for a proportion of positions to be filled by members under the age of 36 and candidates resident outside the UK, and the Committee reviews the demographics and skills needs relevant to all positions when making recommendations. Whilst not required by the Bye-laws, other Boards and Committees require similar representation through their Terms of Reference. It remains difficult to achieve this balance and the Committee will consider how it can attract a greater diversity of candidates in the future. The Committee has invited the Volunteer Engagement Board to consider steps to assist in this.

The Committee was pleased that the results of the elections in the past two years moved the IET closer to gender parity than at any time in the past. In 2018 those elected were 29% female and 71% male (2017: 62.5% female and 37.5% male). Whilst there are annual fluctuations, these figures compare positively with the make-up of the membership (2018: 10% female and 90% male).

Members of the Committee have attended training on equality and diversity and unconscious bias and this is a rolling programme of training for new members to help them in their roles.

The Committee

The members of the Committee during the Session 2017/18 were:

Chair: Professor W T Webb FREng BEng MBA PhD CEng FIET
Mr A R Bevington BSc MSc CEng FIET
Dr P W Bonfield OBE FREng BSc MSc PhD CEng FIET
Mr M D Carr OBE FREng BSc(Eng) HonDTech CEng FIET
Ms N W Climer CBE FREng BSc HonDUniv HonDEng CEng FIET
Dr W D Evans MA DPhil FIET
Dr M Fiorini MBA PhD CEng FIET
Dr S C A Harrison BSc PhD CEng FIET
Eur Ing G N Hobbs FREng BSc MSc CEng FIET
Mrs V M Hodge BSc MSc CEng FIET
Dr F Johnson BSc MASc PhD CEng FIET
Professor J A Noble OBE FREng MA DPhil CEng FIET
Ms T Shlomo BA FCIPD
Professor J D M Watson CBE FREng MSc DPhil CEng FIET
Mr N P Winser CBE FREng BSc CEng FIET

The Committee is augmented by the inclusion of one non-member. The Committee met on three occasions between 1 October 2017 and 30 September 2018.

Matters Discussed

The Committee discussed proposals for candidates to stand for election as Trustees and members of Council. It also discussed candidates for appointment as President, Deputy President and Honorary Treasurer and appointments to positions on the following Boards and Committees:

- Council;
- Knowledge Services Board;
- Membership and Professional Development Board;
- Volunteer Engagement Board;
- Audit and Risk Process Committee;
- Finance and Investment Committee;
- Nominations and Succession Committee;
- Remuneration Committee;
- Policy Panels.

The Committee considered proposals for the election of Honorary Fellows in 2018.

The Committee made recommendations on all of the above to the Board of Trustees and these recommendations were subsequently approved by the Board of Trustees.

In addition to this annual activity, the Committee discussed the following topics during the Session:

- Nomination and Election Process
- Requirements for Trustees to be Registered Members
- Succession Planning
- National Honours.

Table 1: Summary of Candidates for Election to Boards and Committees

Board/Committee	Candidates 2017	Candidates 2018	Candidates 2017 Gender	Candidates 2018 Gender	Candidates 2017 Region	Candidates 2018 Region
Board of Trustees	12	7	M 9 F 3	M 6 F 1	A 3 AP 1 EMEA 1 SA 0 UK 7	A 1 AP 0 EMEA 0 SA 2 UK 4
Council	21	17	M 17 F 4	M 15 F 2	A 1 AP 7 EMEA 1 SA 1 UK 11	A 1 AP 2 EMEA 0 SA 4 UK 10
Communities Resourcing Committee	2	4	M 1 F 1	M 3 F 1	A 1 AP 1 EMEA 0 SA 0 UK 0	A 1 AP 1 EMEA 1 SA 1 UK 0
Communities Committee – Americas (A)	1	1	M 0 F 1	M 1 F 0	A 1	A 1
Communities Committee – Asia-Pacific (AP)	2	2	M 1 F 1	M 2 F 0	AP 2	AP 2
Communities Committee – Europe, Middle East and Africa (EMEA)	4	3	M 3 F 1	M 3 F 0	EMEA 4	EMEA 3
Communities Committee – South Asia (SA)	0	3	M 0 F 0	M 3 F 0	SA 0	SA 3
Communities Committee – United Kingdom (UK)	2	0	M 2 F 0	M 0 F 0	UK 2	UK 0
Technical and Professional Networks Communities Committee	-	1	-	M 1 F 0	-	A 0 AP 0 EMEA 0 SA 1 UK0
Young Professionals Community Committee	5	3	M 5 F 0	M 2 F 1	A 0 AP 1 EMEA 0 SA 0 UK 4	A 0 AP 0 EMEA 1 SA 2 UK 0
Total Vacancies	17	18	N/A	N/A	N/A	N/A
Total Candidates	49	41	M 38 F 11	M 36 F 5	A 6 AP 12 EMEA 6 SA 1 UK 24	A 4 AP 5 EMEA 5 SA 13 UK 14
Total Elected	16	17	M 6 F 10	M 12 F 5	A 3 AP 2 EMEA 2 SA 0 UK 9	A 1 AP 2 EMEA 2 SA 3 UK 9

Note: Candidates are not asked to state their gender and so the above numbers are estimates. The distribution of members between the five regions is uneven, with 80% of members in the United Kingdom region. Candidates are either proposed by the Board of Trustees or by a group of 5 or 10 eligible members.

Table 2: Summary of Voting in Ballots

Board/Committee	Eligible to Vote 2017	Voted 2017	Percentage Voted 2017	Eligible to Vote 2018	Voted 2018	Percentage Voted 2018
Board of Trustees	114,954	10,274	8.9%	115,947	10,902	9.4%
Council, Main Boards, Communities Resourcing Committee, Technical and Professional Networks Communities Committee and Young Professionals Community Committee	164,574	11,333	6.9%	168,289	13,596	8.1%
Communities Committee – Americas (A)	-	-	-	-	-	-
Communities Committee – Asia-Pacific (AP)	15,216	957	6.3%	15,648	964	6.2%
Communities Committee – Europe, Middle East and Africa (EMEA)	6,328	722	11.4%	6,104	691	11.3%
Communities Committee – South Asia (SA)	-	-	-	13,499	2,483	18.4%
Communities Committee – United Kingdom (UK)	126,363	8,739	6.9%	-	-	-

Note: No ballot is held if the number of candidates is equal to or lower than the number of vacancies.

Table 3: Summary of Candidates for Appointment to Boards and Committees

Board/Committee	Candidates 2017	Candidates 2018	Candidates 2017 Gender	Candidates 2018 Gender	Candidates 2017 Region	Candidates 2018 Region
Council	36	40	M 33 F 3	M 37 F 3	A 2 AP 8 EMEA 1 SA 3 UK 22	A 1 AP 2 EMEA 1 SA 4 UK 23
Total Vacancies	3	3	N/A	N/A	N/A	N/A
Total Appointments	3	3	M 3 F 0	M 3 F 0	A 0 AP 0 EMEA 0 SA 0 UK 3	A 0 AP 0 EMEA 0 SA 0 UK 3

Note: Appointments to other Committees are dealt with by the Main Boards. They are omitted from this table as they are not dealt with by the Nominations and Succession Committee.