

23 June 2025

PAPER CLASSIFICATION: PRIVATE AND CONFIDENTIAL

**Minutes of the Meeting of the
Board of Trustees
held on Friday, 20 June 2025 at 14:00
held at Austin Court, Birmingham**

Present: Warren East (Chair
Yewande Akinola (from item 15)
Katy Deacon
Anni Feng
Mark Goudie
Simon Hart
Sam Hubbard
Gopichand Katragadda
Ian MacGillivray
Carol March
Ronjon Nag
Paul Needham
Dawn Ohlson
Andy Rogers
Mamta Singhal

In attendance: Toni Allen (Chief Engagement and Growth Officer)
Ed Almond (Chief Executive and Secretary)
Morna Dason-Barber (to item 14
Fiona Dew (Governance Manager - Engagement)
Sandra Godman (Governance Manager - Compliance)
Zaheed Hussein (Group General Counsel)
Sara Killingworth (Portfolio and Product Management Director)
Christopher Knibb (Governance and External Engagement Director)
Sara Sharman (Interim Operations Director) (to item 14)
John Sullivan (Chief Technology Information Officer)
Simon White (Chief Financial Officer)
Ben Wylie (Chief Financial Officer)

1. Apologies for Absence

Apologies for absence were received from Yewande (for the first 14 items) and Tim Dafforn.

2. Conflicts of Interest

No Trustee conflicts of interest were declared, although Warren advised that he has joined the Fundraising Committee for the Royal Academy of Engineering.

3. Minutes

- 3.1. The Minutes of the meeting held on 12 May 2025 T(25)M4 were reviewed and, with amendment to paragraph 8.1 which should say 'scaleable' rather than 'saleable', these were approved and signed as a correct record.

4. Actions Taken or Outstanding

- 4.1. Sandra Godman introduced, and the Board noted a report on actions taken or outstanding since the previous meeting of the Board (T(25)45).
- 4.2. Minutes 4.2 and 4.3 are confidential.

5. Chief Executive and Secretary's Report

- 5.1. Ed Almond introduced, and the Board noted the report (T(25)46). Ed highlighted the great contribution from volunteers that led to the recently received Net Promoter Score (NPS) of +70 for the technical networks.
- 5.2. The Board enquired about the increase in professional registration processing times, which has been impacted by the restructure (which is still ongoing in that team), general staff turn-over, and issues created by the change in CRM system. The impact on member and volunteer experience is regrettable, and communications to volunteers will provide an update once there is clarity enough to set expectations.
- 5.3. The Board discussed progress with End Point Assessment and Venues.
- 5.4. It was noted that the report had been delayed by mis-alignment between meeting dates and reporting schedules. The Board accepted that this will be looked at when scheduling future meetings, but there may be times when data in reports is not the most up-to-date.

6. KYC Programme Update

- 6.1. John Sullivan talked through his report on the KYC programme go-live (T(25)47), drawing attention to the improved performance from, and relationship with, the supplier. The IET now have a great strategic tool for future development.
- 6.2. The Board approved the closure of the KYC Working Party and requirement for a monthly report subject to the lessons learned exercise being undertaken. It is expected that there will be a benefits review within the next year.
- 6.3. The Board noted that the Membership Team have delivered superbly under duress and expect to be back to normal working next week.

7. Nominations and Succession

- 7.1. Christopher Knibb introduced a paper from the Nominations and Succession Committee (T(25)48) outlining recommendations related to governance positions for the 2025/26 session.
- 7.2. Minutes 7.2 – 7.10 are confidential.
- 7.11. The Board was informed that all candidates had been made aware of the recommendations, with the exception of the Honorary Fellows.

- 7.12. The Board asked, and Sam Hubbard confirmed, that the appointment of Deputy Presidents to more than one Main Board can be made to work even though they meet at the same time. It was noted that the Honorary Treasurer also has the right to attend all Boards.

8. CONFIDENTIAL MINUTE

9. CONFIDENTIAL MINUTE

10. CONFIDENTIAL MINUTE

11. CONFIDENTIAL MINUTE

12. Risk Strategy

- 12.1. Christopher Knibb introduced proposed amendments to the IET Risk Strategy (T(25)53).

- 12.2. In discussion, the Board noted that this relates to the 'strategy' relating to the management of risk, not the process. The internal auditors are currently evaluating the IET's risk maturity as their first audit. Any recommendations arising will be considered for changes to the risk process manual. In light of this, the Chair of the Audit and Risk Process Committee (A&RPC) reported to be content with the proposed strategy.

- 12.3. Staff informed the Board that the audit is concluded and is awaiting management response before going to A&RPC in September and then coming to the Board.

- 12.4. The Board approved the revised Risk Strategy.

13. CONFIDENTIAL MINUTE

14. CONFIDENTIAL MINUTE

15. Remuneration Committee Report

- 15.1. The Board noted the report (T(25)56).

16. Representative Office, China

The Board noted the update on this proposal (T(25)57).

17. Feedback on the Meeting

The Board commented on issues with the audio in the room, and that there was insufficient time for the issues on the agenda. The level of debate shows the passion and commitment of the Trustees, despite the long day.

18. Any Other Business

- 18.1. Ronjon enquired on progress relating to support for entrepreneurs. Ed reported that this had been discussed internally, and that further work is needed to finalise the proposal. Warren, Ed and Ronjon will continue the discussion offline.

- 18.2. The Board wishes to record a vote of thanks to Tim Dafforn (in his absence) for his support on the Board, wishing him every success in his new role.

19. Date of Next Meeting

The next scheduled meeting will be Monday 1st September 20205, at 5pm (BST).

Minutes Approved:

Date: _____