



2016

ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2016

The Institute of Measurement and Control
87 Gower Street
London WC1E 6AF UK

Tel: 020 7387 4949.

TRUSTEES' REPORT

for the year ended 31 December 2016

OBJECTIVE

As set out in its Royal Charter and Bye-laws, the object of the Institute of Measurement and Control is:

...to promote for the public benefit by all available means the general advancement of the science and practice of measurement and control technology and its application

Commitment to Public Benefit

Bearing in mind the Charity Commission's guidance on public benefit, the Institute pursues this object through a **Strategic Plan (2015)** which has as its **vision**:

to be a globally recognised body for promoting the advancement of the science and application of measurement and control.

and its **mission**:

...to maintain the Institute as the eminent professional UK body for advancing the science and application of measurement and control technology.

In keeping with this vision and mission our **Strategic Goals** are to:

- **raise the profile and public perception of the Institute, nationally and abroad**
- **increase membership at every professional level**
- **expand membership geographically**
- **improve the value of membership**
- **promote professional excellence throughout Institute services and activities**
- **sustain a culture of continual improvement in the Institute**
- **keep the Institute relevant and responsive to its stakeholders.**

Serving the Public

Measurement underpins the welfare of a modern society by providing a structure in which individuals and organisations can interact and operate confidently, consistently, competently, safely, and innovatively. Measurement therefore touches almost every facet of daily life and in some areas, particularly those that affect or involve the public, such as health, transport, and safety, the need for accurate measurement is critical.

It is more important than ever that engineers, scientists and technologists engaged in measurement and the related control activities and systems are properly qualified and able to meet the expectations of an increasingly technically aware and expectant society.

2016 IN REVIEW

The Institute has pursued its strategic goals during 2016 through a series of initiatives which have the general objective of becoming a more outward-facing body. We have been seeking to meet the needs of members and the general public by a number of proactive ventures and by engagement with a range of external bodies.

raise the profile and public perception of the Institute, nationally and abroad

One of the more obvious signs of change is a new corporate identity, which was developed by consultation during 2016 and fully launched in 2017. With a contemporary professional engineering look, it is designed to convey what we do and who we are.



The design incorporates reference to measurement and control via the stylised scale and flow symbol motifs. The format is chosen to be clean and uncluttered, with a bold graphic that suggests an established and authoritative voice. We have changed our typeface to one with a modern image and improved legibility.

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sustain a culture of continual improvement in the Institute



Our quinquennial review with the Engineering Council took place during the year, This is an audit by our regulator of our processes and performance as a registration and accreditation authority. We were pleased to receive a clean bill of health. This will be our last review based on a printed copy registration system: the current upgrade of our website will allow membership applications to be completed substantially on line, with faster processing time and less manual processing of forms.



In the course of our internal audits we reviewed our governance and quality management documentation during the year, and proposed a range of changes to our Royal Charter and Byelaws. Partly these were to reflect changes in legislation but they also standardised the arrangements for office holders and elections. Changes to the Royal Charter require to be approved by the Privy Council, and this process is now underway.

keep the Institute relevant and responsive to its stakeholders.

An increasing emphasis has been given to marketing, with the establishment of a dedicated marketing department and a marketing plan and budget.

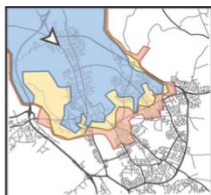


A prime focus has been to initiate a new upgrade of our website that will provide a members-only section and a facility for logging in and conducting business on line, including conference registration, membership applications and subscription payments. The fruits of this will be seen next year. We have also given attention to our social media accounts, notably Linked-In Facebook and Twitter with a view to attracting a younger audience: we are seeking to increase our engagement with students and new graduates.



Our engagement with other bodies has developed, particularly with the Royal Academy of Engineering which has taken on the role of co-ordinating responses to national issues on behalf of the engineering profession. We were contributors to the major Brexit report "*Engineering a Future outside the EU*", which was presented to government ministers in October. We have also agreed co-sponsoring arrangements with selected other institutions, under which we will promote each others events

promote professional excellence throughout Institute services and activities



We adopted a new format for our annual awards evening in 2016 by opening up the event to the general public and incorporating a lecture from the winner of the 2016 Hartley medal, Prof Paul Newman, who spoke of his work in robotic navigation specifically related to driverless cars. The lecture and prize presentations were followed by a networking reception for all attendees.



We organised a number of events centrally, including a very successful 2-day conference on Functional Safety, recruitment visits to large employers and promotional stands at a range of exhibitions. Many more events were organised by our local sections, including training workshops, lectures, exhibitions and visits to local schools and colleges.



We piloted an audit of Continuing Professional Development this year, based on a random selection of 100 members who were asked to submit their CPD records. The response rate was around 2/3, and a team of CPD reviewers examined these and provided feedback. It is now a requirement for members to maintain CPD records, and in accordance with Engineering Council rules, mandatory auditing is being introduced. The Institute has provided a tool, mycareerpath, available via the website which enables members to log their CPD activity.

improve the value of membership



We have reviewed our journal publications during the year and made a number of changes. We had already decided to sell our principal academic journal, *Transactions of the Institute of Measurement and Control* to the publisher, Sage Publications, on the grounds that running the editorial and peer review process was more efficiently handled by an organisation dedicated to that task. We recognised that the same arguments applied also to our regular member's journal *Measurement and Control*, and have negotiated to sell this as well. Under the sale agreements members of the Institute will continue to have the same access to both Journals as they previously enjoyed. This includes free access to monthly editions of *Measurement and Control* although from 2018 it will become a web-only publication. The Institute also retains the right to be consulted over changes of editor or changes in editorial policy.

Part of the one-off revenue from these sales is being used to fund the launch of a new magazine, *Precision*, in 2017. In response to feedback from members this will be a coffee-table style magazine with content that demonstrates the spread and importance of measurement and control.

During the year we had 13 Local Sections in the UK and a further 5 overseas. A great deal of the Institute's work is carried out by volunteers in these areas, including delivery of learned society programmes of education and information, support for young engineers at universities and colleges, work to promote STEM subjects in schools, and training of assessors for professional reviews. The networking value of a local section is also of key value, and is reflected in programmes that often include works visits and social activities.

increase membership at every professional level

Several factors are currently challenging our recruitment and retention goals. Demographically a significant number of our members are approaching retirement; the number of employers who agree to pay membership subscriptions is reducing; and the reluctance of the millennial generation to commit to any type of formal organisation is well documented.



We have nevertheless been able to attract mature engineers into membership by recruitment presentations held at large employers in our sector and by attending trade exhibitions. Our priority however is to attract students and young engineers, and we have spent 2016 laying the groundwork for this by upgrading our social media presence and website – projects that are still in progress. Our new qualification of Registered Functional Safety Engineer attracted its first members in 2016, and this will hopefully be another source of new members. This is aimed at experienced professionals, and has an entry standard equivalent to the requirements for IEng/CEng.

expand membership geographically



Our international membership represents some 12% of our total roll, and is widely distributed. The Hong Kong section is particularly active. A proportion of our international members are ex-pat workers on temporary postings, but the majority are nationals of the country where they work. We are working to improve the services we offer to overseas members, and in particular we are preparing our website and social media platforms to provide a route for engagement with the workings of the Institute even at a distance.

Acknowledgement

None of the Institute's achievements would have been attained without the particular effort of members, nationally and locally, who volunteered their time and expertise for various activities and affairs. The Trustees wish to extend their unanimous appreciation to all volunteers and to the small but dedicated team of staff at our head office.

FINANCIAL REVIEW

The finances were boosted this year by the sale of our *Transactions* noted above. As a result our net assets have increased by over £100,000. This has provided us with a useful cash reserve as we prepare to host the international IMEKO conference in Belfast 2018: inevitably with a major event of this type there is very significant advance expenditure before any income from delegates is received, and the income itself is uncertain.

Membership subscriptions currently provide by far the major source of our income, and part of our strategy is to develop additional revenue-generating activities to broaden our base. We have set plans to increase the number of fee-paying events we organise centrally, as well as maximising the income we can generate from our premises by letting out surplus space and hiring our Council room.

Reserves Policy

The Institute's policy remains to conduct regular reviews to ensure that its reserves are sufficient to match its current and future needs. The Institute always aims to fund its core activities through revenue and to increase its non-property reserves annually. It does, however, remain the case that the Institute believes its resources should mainly be used to realise its charitable objectives, not simply to accumulate capital.

Risk Review

The Chief Executive, supported as appropriate by the Trustees, is responsible for the operation of the Institute's internal risk management and control; the systems for which are reviewed regularly. Risk awareness and management is implicit throughout Institute activities and services. It is recognised, however, that the safeguards in place cannot provide absolute assurance against all risk.

STRUCTURE AND GOVERNANCE

Trustee Board

The Board of Trustees is the governing body of the Institute. As defined in the Institute's Royal Charter and Bye-laws, membership of the Board comprises elected Officers of the Institute and elected representatives of the Council; their terms of office being subject to triennial review. The Trustees during 2016 were: Mr H T Dearden, Mr M Belshaw, Dr S Denis, Mr C R Howard, Mr R Leng, Dr L Lock, Mr D W Otterson, Dr G S Philp, Prof S. K Spurgeon, Mr M Ward (resigned March 2016).

The Trustees meet regularly throughout the year to conduct the affairs and business of the Institute in keeping with their powers and duties laid down in Charter and Bye-laws. Although they remain accountable for decisions and actions, the Trustees have the authority to delegate responsibilities, The Board therefore operates through Council and a hierarchy of Boards and Committees, some of which have their own sub-committees and panels.

Council

Council's remit is to advise and support the Trustees on matters affecting the Institute's affairs. It is an elected body comprising representatives from across the membership. It has a responsibility to monitor the governance of the Institute.

Officers of the Institute

Officers in 2016 were:

President	Professor S K Spurgeon OBE
Past-President	Lord Oxburgh
Vice-Presidents	Mr M. Belshaw Dr S Denis Dr L Lock Mr D W Otterson
Hon Secretary	Dr G S Philp
Hon Treasurer	Mr C R Howard

The Chief Executives during the year under review were Mr P Martindale (until March 2016) and Dr P.A. Finlay (from April 2016).

LEGAL AND ADMINISTRATIVE INFORMATION

Founded in 1944 as the Society of Instrument Technology, the Institute of Measurement and Control took its present name in 1968 and was incorporated by Royal Charter in 1975.

Registered Charity number /address: 269815 / 87 Gower Street, London, WC1E 6AF.

Bankers: National Westminster Bank plc, Notting Hill Gate, 46 Notting Hill Gate, London W11 3HZ

Auditors: Myers Clark, Chartered Accountants, Iveco House, Station Road, Watford, Herts, WD17 1DL.

Harvey Dearden, Chairman, Board of Trustees

Patrick Finlay, Chief Executive Officer