

Year ended 31 December 2020

The Institute of Measurement and Control

2020 ANNUAL REPORT

www.instmc.org

297 Euston Road London NW1 3AD United Kingdom

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."

Bearing in mind the Charity Commission's guidance on public benefit, the Institute pursues its commitment to public benefit through a 5-year Strategic Plan formulated in 2015 and maintained in the 2020 re-write. The plan defines

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

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

Our Strategic Goals

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

2020 IN REVIEW

The Institute has pursued its seven strategic goals during 2020 through a series of initiatives which have the general objective of presenting a modern professional engineering body responsive to technical and societal changes. 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, whilst reacting to the ongoing international pandemic which had a significant impact during 2020.

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

We continued to produce *Precision*, our member magazine throughout the year. Intended as a coffee-table style magazine, *Precision* carries articles that are designed to stimulate and inspire our current membership and serve as a shop window into the Institute for other readers. Many articles are written by existing members both individual and corporate. During 2020 the number and quality of articles and features continued to grow, thanks to the both the internal team and our contributors. We added a new feature called “Spotlight on Staff” to give members the chance to get to know the Head office team a little better and get an idea of what they are working on and what inspires them. Two peer review Journals, *Transactions of the Institute* and *Measurement and Control*, have retained links with the Institute but are hosted and available online through the Sage Publishing website.

The E-newsletter continued to be sent on a monthly basis and provided a useful tool for keeping members updated during the pandemic and highlighting many of the national schemes that were seeking support from Engineers to help tackle Coronavirus. We had excellent responses from the members, and a large number volunteered their time freely to help in any way they could.

The Institute continued to make use of social media throughout the year, and this provided yet another platform for us to inform and support the membership and promote the activities of the Institute. In 2021 this will be expanded to include providing more content for members using platforms such as YouTube, as we continue to adapt to the more remote way of working we have all had to become accustomed to in the last year.

We have continued to increase our influence and public benefit by collaborating with partner organisations and groups that share our aims and vision. We continue to be involved in and contribute to the Royal Academy of Engineering’s Policy Centre which gives us the ability to influence areas of national policy and debate. This year our Flow Measurement SIG was able to use this connection to input directly to a government call for evidence on the adoption of Hydrogen fuel. Through the Royal Academy and the Engineering Council we maintain communications and collaborations with other Professional Engineering Institutes and related bodies. We are represented on numerous standards committees both nationally and internationally.

sustain a culture of continual improvement in the Institute

Thankfully the Institute had already significantly improved and modernised its IT infrastructure during 2019 and introduced hybrid working for Head office staff. This meant that when the country locked down in March the Institute already had many of the processes in place that it needed to support 100% remote working. That is not to say there were no challenges along the way, but we were able to make the transition with minimal interruption to members.

All of the Local Sections and Special Interest Groups found themselves also having to suddenly adapt to this new way of working. With support from Head office and volunteers they were able to respond quickly and effectively to new practices and applications, with the result that we have seen a significant increase in engagement from the wider membership as they find themselves with more options for participating in meetings and technical events virtually.

Towards the end of 2020 we began the task of creating a detailed specification for a new website and Customer Relationship Manager. Stakeholders were invited to contribute and comment on the specification, and a new website will be launched in Autumn of 2021. The new website should provide both existing and potential members with a more productive and user-friendly experience.

In 2020 the Institute had its quinquennial license review with the Engineering Council, which is a requirement for all PEIs who undertake licensed activities. The review always provides an excellent opportunity to reflect and confirm that all our registration procedures and activities are up to date and in line with Engineering Council Specifications. The review was successful, and the Institute was granted another 5-year license for registration, accreditation of academic programmes and accreditation of professional development schemes and a 1-year license for the approval of qualifications and apprenticeships.

keep the Institute relevant and responsive to its stakeholders

Many members continue to engage with the Institute primarily through their Local Sections. Although the restrictions in place for the majority of 2020 have prevented physical meetings, Local Sections have adapted quickly and efficiently to new virtual approaches so that they were still able to offer support, training, and networking opportunities to their members. The upside of the switch to virtual events is that members who previously found themselves unable to attend physical events for a variety of reason have been able to engage with multiple Local Sections and access all the content and support provided.

Local Sections continued to provide many varied events and activities throughout the year, including technical seminars, networking and CPD opportunities. Many Local Sections also provided support to their communities who were struggling with issues caused by the pandemic. Towards the end of 2020 a new Ireland Local Section was launched which we very much expect to grow in numbers and influence throughout 2021.

The Council and Board of Trustees continued to meet virtually throughout the year. Council is made up of elected members, Chairs of Local Sections and Chairs of the major Committees and provides an invaluable medium for members to discuss the work of the Institute and feedback any issues or suggestions to Head Office and the Board of Trustees. At the start of 2020, the Board of Trustees welcomed the new President (Martin Belshaw), Honorary Secretary (Billy Milligan) and Honorary Treasurer (Ian Craig). They replace Graham Machin, Graeme Philp and Colin Howard who stepped down this year, and who the Institute would like to officially thank for all their service and hard work during their terms of office.

In April, all members were invited to take part in a membership survey. This provided members with the opportunity to tell us what they are happy with, and where we can improve. Head office and the Board of Trustees are using the data generated by this survey to influence the strategy and future of the Institute. We hope to be able to repeat the survey in 2021 so that we can continue to give members an easy way to provide feedback.

promote professional excellence throughout Institute services and activities

We continue to support our members' career development through a CPD programme in which all members participate. We offer an on-line CPD monitoring application mycareerpath® available on the Institute's website, providing a tracking tool for recording CPD, but members are free to choose their own appropriate recording method. In line with Engineering Council policy, we randomly selected 5% of our eligible membership to take part in the 2020 CPD audit.

The Institute accredits university courses and approves company training programmes. In 2020 the Institute undertook its first virtual accreditation visits to a university. Four other planned accreditation visits were postponed until 2021 due to the ongoing pandemic.

During the last 12 months a number of our Special Interest Groups have used their time to generate helpful technical content for the membership. This has included a Horizon Scan by the Flow Measurement SIG and several technical briefing notes from the Functional Safety SIG. Other Special Interest Groups are currently producing documents and guidance for the members that will be available in the 2021.

improve the value of membership

We have continued to develop and support our Special Interest Groups during the year. Our Current SIGs are:

- Cyber Security
- Digital Transformation
- Explosive Atmospheres
- Flow Measurement
- Functional Safety
- Measurement
- Standards
-

The SIGS are open to all members as well as any other interested parties. We have seen engagement in all of the groups grow significantly during 2020 as activities were moved online making it easier for the wider membership to take part.

During the year we have continued to develop our Companion Company Scheme and have plans to develop and improve the offerings available as part of this in the following 12 months.

increase membership at every professional level

Our Local Sections regularly hold events with local businesses and universities to promote the various level of membership and discuss the benefits of professional registration, and these activities have continued throughout the year in a virtual setting.

During the year we strengthened our relationship with partner universities, so that we can promote the importance of membership to students who will become future engineers. In October, the institute gave a presentation on membership to engineering students at Wrexham University as part of their Welcome week activities. As we emerge from the pandemic we hope to organise and take part in similar activities at other partner universities and colleges. We have also been working closely with Cambridge University Engineering Society to develop and launch a mentoring and networking scheme.

The institute also started the process of developing a new Scholarship placement scheme that will find summer placement for Engineering students and support our Company members in finding and recruiting new graduate talent.

We understand that 2020 has been a very difficult year for many of our members and appreciate that there have been financial implications as a result of this. As the Institute is currently in a healthy financial situation, we were able to offer temporary discounts or remission of subscriptions to those members who would otherwise have been unable to remain in membership.

expand membership geographically

The Institute's ability to provide services to its international members was already increasing as we developed our digital platform, and the pandemic has served to speed up this process. We have reported a much higher percentage of international attendees at all our digital events, including SIG and Local Section activities. We have made the commitment to maintain a strong virtual presence in 2021 so that as many of our members as possible are able to take part in Institute activities regardless of their geographic location.

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

At the end of 2020, the Institute had maintained a stable financial position. The money from the sale of the property 87 Gower Street has been invested by the Investment Advisory Group set up by the trustees and the investment plan was meeting the desired performance metrics laid out by the IAG and agreed by the trustees i.e., ensuring that capital was maintained above inflation while generating an income for the Institute to spend on projects to further its charitable activities and benefiting Members.

The Covid pandemic of 2020 has cut the overheads of the Institute on many fronts and left the operating budgets in a healthy position.

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 aims to fund its core activities through revenue and to maintain adequate capital reserves which are not used to support normal operating costs; and the Institute believes its resources should be used to realise its charitable objectives, not to accumulate capital.

Risk Review

The Chief Executive, supported as appropriate by the Trustees, is responsible for the operation of the Institute's approach to internal risk management and control, the systems for which are reviewed regularly. An annual risk audit is conducted based on a comprehensive risk register that is refreshed periodically. In addition, a schedule of procedural audits is carried out at least annually covering specific aspects of the Institute's work and governance. We use external audits and reviews as appropriate to validate our internal processes.

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 election.

The Trustees during 2020 were:, Martin Belshaw, Graham Machin, Billy Milligan, Ian Craig, David Newman, David Tipton, Stewart Macfarlane, Louis Lock, Geoff Jones and Richard Leng.

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 the Royal 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, Committees and SIG's, 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

President Martin Belshaw

Vice-Presidents David Newman

 David Tipton

 Louis Lock

Honorary Secretary Billy Milligan

Honorary Treasurer Ian Craig

Principal Boards and Committees in 2020

Professional Registration Committee: chair Dr B. Stanford

Accreditation Committee: chair Professor S. Smith

SIG Management Board: chair Mr H. Dearden

Chief Executive Officer

The Chief Executive for 2020 was Steff Smith.

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 in England and Wales, number 269815.

Address from February 2019: 297 Euston Road, London, NW1 3AD.

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Independent Examiner: Steve Cracknell FCA, ESW, Chartered Accountants, 162-168 High Street, Rayleigh, Essex SS6 7BS .

Martin Belshaw
President

Steff Smith
Chief Executive