

The **Institution**
of **Structural**
Engineers

ANNUAL REPORT AND ACCOUNTS

for the year to 31 December 2010

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REPORT OF THE TRUSTEES

1 INTRODUCTION

The Executive Board (whose members are the trustees of the charity) submits its annual report and accounts for the Institution of Structural Engineers for the year ended 31 December 2010. In preparing the report, the Executive Board has complied with the Charities Act 1993, the Statement of Recommended Practice – Accounting and Reporting by Charities (2005) ('SORP') and applicable accounting standards.

2 REFERENCE AND ADMINISTRATIVE INFORMATION

The Institution is registered with the Charity Commission for England & Wales under number 233392 and with the Office of the Scottish Charity Regulator under number SC038263. The Executive Board and staff directorate are listed on page 14. The Institution's principal professional advisers are listed on page 16.

3 ORGANIZATIONAL STRUCTURE, GOVERNANCE AND MANAGEMENT

3.1 Organizational structure

The Institution was founded in 1908 and was incorporated by Royal Charter on 4 May 1934; a Supplemental Charter was granted on 2 November 1965. On 1 December 2004, those Charters were revoked by a further Supplemental Charter, with associated Bye-laws. Some changes to the Bye-laws were approved by an Extraordinary General meeting held on 9 October 2009. These were approved by the Privy Council on 15 December 2009. The Charter empowers the Executive Board to make Regulations relating to the Institution and for the conduct of members: such Regulations became operative on 1 December 2004; they are kept under review, and were amended during 2010.

The Institution's activities are conducted through the Institution itself and also through its two wholly owned subsidiaries - IStructE Ltd and Structural Engineers Registration Ltd (SER) - collectively referred to as 'the Institution Group'. The activities of the trading companies are summarized in Appendix B (pages B16 - B17).

The chairmen of the Membership Committee and Communications Panel, as they were not members of the Executive Board in 2010, attended its meetings in order to report on matters for which their Committee and Panel have responsibility under terms of reference approved by the Executive Board. The chairman of SER attended meetings of the Executive Board to report on company activities. (If the chairman should not be an Institution member, a director of the company who is a member would attend, but this situation did not occur in 2010.) The Executive Board may invite specialist advisers to attend. The Chief Executive and the other members of the senior management team are also in attendance. Such persons do not thereby become members of the Executive Board, and may not vote on any matter to be decided by it.

Authority to conduct the day-to-day operations of the Institution is delegated by the Executive Board to the Chief Executive, who is responsible to the Executive Board for the efficient running of the Institution and for the implementation of policies and strategies, with the help of the staff directorate.

The Council (which includes members elected by and from Chartered and Incorporated Structural Engineers and Technician Members worldwide, as well as branch and division chairmen and others) determines the core values and the strategic aims of the Institution. Although its role is essentially advisory and consultative, it debates and influences policies, offers advice to the Executive Board, and each year it elects the President and the Executive Board.

3.2 Governance

The President is, *ex officio*, chairman of the Executive Board, which comprises 11 other members. Each year, the Council appoints up to three Vice-Presidents and up to three Past Presidents to the Executive Board. The other members of the Executive Board are elected by and from members of the Council.

The Institution's 'session' commenced on 1 January 2010; when the incoming President and members of the Executive Board, the Council and committees took office. The session ran to 31 December 2010. At the first meeting of the session, each Executive Board member received training in trusteeship given by a professional external trainer.

At the end of the session, each Executive Board member was asked to complete an evaluation of their own performance during the year and that of the Executive Board, and a report was given to the Executive Board of the outcome so that improvements may be effected.

3.3 Management

3.3.1 Committees

The committee structure is shown on page 6. The Membership Committee advises on policy with regard to membership of the Institution, including setting and maintaining standards to qualify structural engineers globally. The Engineering Practice Committee develops and implements policy concerning technical matters related to structural engineering, promotes research and reviews legislation, codes and standards. The Professional Conduct Committee keeps the code of conduct, guidance notes and disciplinary procedures under review, and investigates allegations of misconduct made against members and also misrepresentations relating to Institution membership. Each of those committees reports to the Executive Board. The Nominations Committee makes annual recommendations to the Council concerning the election of the President, the Vice-Presidents and the other members of the Council, and also the appointment and election of members of the Executive Board. It also adjudicates on Institution Awards made to individuals.

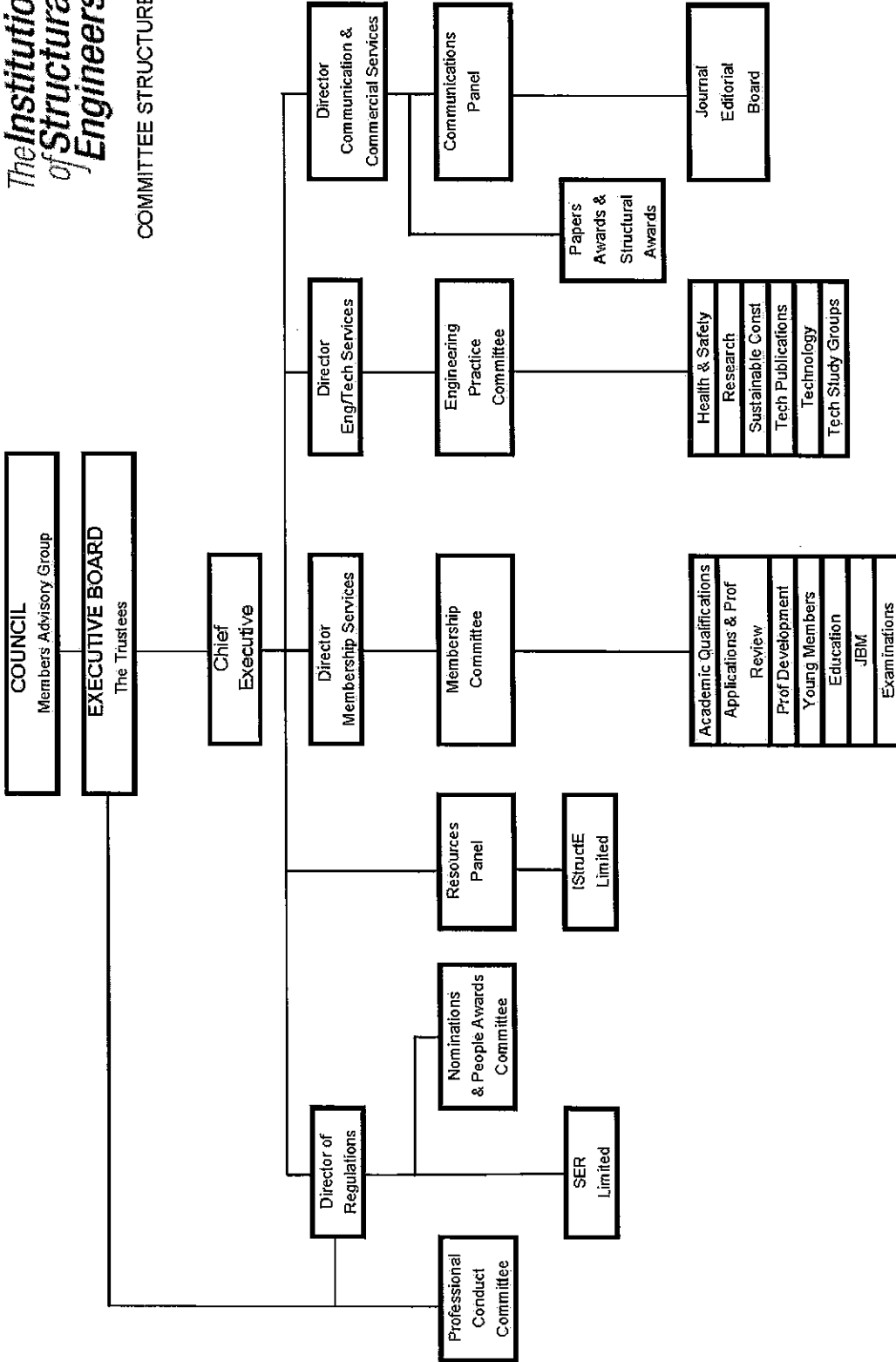
3.3.2 Panels

The Resources Panel assesses and reviews the Institution's resource needs (finances, staff and premises). The Communications Panel develops communications with stakeholders, and seeks to raise general awareness of structural engineering. Each of those panels reports to the Executive Board.

Other Panels report as shown on page 6. Details of their activities may be found in Appendix B.

3.3.3 Regional groups

Institution members throughout the United Kingdom and the Republic of Ireland are allocated to branches. Elsewhere in the world, where there are sufficient concentrations of members, they are allocated to divisions. Such regional groups are run by committees, which arrange learned society, continuing professional development and networking events, to complement those organized by the Institution centrally. Each group has regulations for its governance, which have been approved by the trustees.



3.3.4 Resources

3.3.4.1 Staff

The staff establishment at 31 December 2010 was 48, which includes four part time staff. The number of full-time staff as at 31 December 2009 was 49. The staff organogram is on page 14.

All staff take part in a programme of learning and development activities (some organized in-house and others using external providers), aimed at enhancing the Institution's capabilities as well as individuals' continuing professional development.

The following mission statement has been adopted by the staff as the focus of their aspirations:

To provide an efficient and improving service to members and non-members worldwide.

The staff's standards in providing this service are to manage the business of the Institution:

professionally	cost-effectively
conscientiously	knowledgeably
efficiently	in a friendly manner.
effectively	

In addition, staff members value each other's individuality whilst working together effectively as a team.

Details of the staff pension schemes are on pages A6 and A12-15 of the financial statements (Appendix A).

3.3.4.2 Volunteers

All members of the Executive Board, the Council, committees, panels, task groups, advisory groups and study groups - as well as members serving the Institution on regional group committees and acting in other capacities - are volunteers, numbering at least 600 individuals. Additionally, around 30 members act as Institution representatives in countries outside the United Kingdom where there is no division; and around 150 members serve on committees of the British Standards Institution, construction and engineering technical organisations, and educational institutions. This represents considerable commitment and input to the profession, mainly by its senior members, which is to the public benefit as well as that of the Institution itself.

3.3.4.3 Premises

The Institution operates from leasehold premises, where the staff, the library and meeting rooms are located. The lease will expire in 2037. The Executive Board regularly reviews the Institution's accommodation requirements. (See 7.4.2.)

3.3.4.4 Information technology

It became apparent, in the later stages of 2009, that there were some severe shortcomings to the design and implementation of the new website which was provided to the Institution in 2008. A consultancy was employed and tasked with resolving the system and design issues being encountered, in order to put the planned website developments back on track.

By early 2010 this remedial work had been undertaken and the worst of the problems had been resolved. However, it was clear from this work that the 'philosophy' on which the new website had been constructed had given rise to a system that would still prove difficult and costly to develop further. A new Content Management System was purchased at the end of 2010 in order to start reconstruction in 2011. This will enable a programme of innovation to be implemented in 2011.

The process of recording and placing webinars online continued apace in 2010, resulting in sixteen webinars being available online at the end of the year.

A new on-line Institution bookshop was launched in July 2010, which has proved a success and allowed for a more structured and streamlined approach to publications sales.

3.3.5 Risk management

The Executive Board acknowledges its responsibility for managing risks to which the Institution is exposed. It oversees an on-going assessment of the major risks – in particular those relating to its strategic objectives, operations and finances – and control systems are in place to manage those risks.

The responsibility for providing guidance to the Board on matters relating to risk is delegated to the Resources Panel who during the course of 2010 established a small task group to consider the subject of risk management in the wider context of business management and governance. Using British Standard 31100 as its guiding reference, the panel is expected to report back via the Resources Committee to the Executive Board with its recommendations during the course of 2011.

Internally, a risk register is maintained containing over 400 identified risks most of which are of low impact. New risks are identified as part of the ongoing development of the Institution's activities.

3.3.6 Relationships with other organizations

The relationships between the Institution and other organizations are summarized in Appendix C.

4 OBJECTS, ACTIVITIES AND ACHIEVEMENTS

4.1 Objects and aims

Objects

These are laid down in the Institution's Royal Charter, and may be summarised as being

- To promote the advancement of structural engineering and
- To facilitate the exchange of information and ideas relating to structural engineering.

Aims

The Institution's aim is to accredit and support a corps of highly qualified structural engineers for the safe, sustainable, effective and efficient design, construction, adaptation, maintenance and refurbishment of buildings, bridges and other structures throughout the world.

4.2 Public benefit

Benefits arising from aims

- The general public throughout the world benefit from a safe and well designed infrastructure provided by the highly skilled members of the Institution. This has a knock on effect of benefiting the world economy by providing employers with employees, who are Institution members, having an internationally recognised specialist professional qualification
- Public benefit is also gained from the ongoing professional support provided to members to keep their knowledge and skills up to date and relevant.

All of the Institution's activities during 2010, as summarised in this report, were in support of its aims, but particularly those referred to under 4.3.2 (numbers 3-11) 4.3.3 (numbers 1-7), and 4.3.5 (numbers 1-3).

Detriment or harm

Any knowledge or professional position may be misused, and mistakes can occur. However, the Executive Board considers that no detriment or harm should arise from the Institution carrying out its aims. It is not aware of any contrary view held by others.

Membership benefits

The Institution is a membership organisation and members' annual subscriptions form a significant part of the Institution's income, which is used to fund its activities for the public benefit. Members themselves receive benefits through the Institution's dissemination of knowledge and best practice, and from their membership of a profession with high standards of entry and continuing membership. However, it is only with and through its members that the Institution can continue to fulfil its objects and provide benefit to the public as a whole.

Charity Commission guidance

The Executive Board has regard to guidance on public benefit published by the Charity Commission, when exercising its powers and duties and where such guidance is relevant. The Trustees have considered the Charity Commission's general guidance on public benefit and have taken it into account when reviewing the Institution's aims and objectives and in planning its future activities.

4.3 Activities and achievements

The following were the major activities and achievements of the Institution Group for 2010 in order to further its purposes for the benefit of the public. Additional details are given in Appendix B.

4.3.1 Executive Board

The Executive Board is responsible for the management and administration of the Institution and for ensuring that it fulfils its objectives. During the year, it has

1. Approved the Annual Accounts, Annual Report, Charity Commission Annual Return and the Annual Return to the Office of the Scottish Charity Regulator.
2. Paid increased attention to the financial position of the Institution given the ongoing effects of the worldwide economic recession.

3. Reviewed and adopted financial forecasts and operating business plans for the 2011 session.
4. Continued to review the position of the Institution as a global body including adoption of a new strategy for growth of membership internationally.
5. Approved revised regulations for the Institution's disciplinary and Council election nomination procedures.
6. Reviewed changes to regional group regulations.
7. Overseen and monitored an annual evaluation process for the effectiveness of the Executive Board by issuing an annual questionnaire for completion by trustees.

4.3.2 Membership Committee

The Membership Committee is responsible for advising the Executive Board on membership policy and for making recommendations on membership applications. During the year, it has

1. Assisted in the development and implementation of the Institution's strategy and business plan in relation to membership activities.
2. Approved recommendations pertaining to the election, transfer, reinstatement and resignation of members
3. Continued to expand the Staff Liaison Officer scheme both within the UK and internationally so as to better support students.
4. Developed an aspirational careers brochure to attract young people into the profession of structural engineering.
5. Implemented actions from the IPD Task Group to improve the Institution's Initial Professional Development process so as to better support graduates in developing their structural engineering knowledge and competence.
6. Reviewed routes to membership for mature entrants and those individuals who already have been assessed and deemed to be competent structural engineers within their own jurisdiction so as to ensure that the widest range of individuals can benefit from the learned society activities of the Institution.
7. Supported the Education Panel in holding the second Annual Academics' Conference to address the issue of industry's expectations of graduates and how the teaching of structural engineering may be improved.
8. Approved recommendations from the Joint Board of Moderators (JBM) pertaining to the accreditation of degree courses and programmes of Further Learning and contributed to discussions on curriculum content so as to ensure high standards of civil/structural engineering education.
9. Provided further support for members sitting Institution examinations - through the production of a revised CD-Rom preparation course for the Chartered Membership and Associate-Membership examinations and provision of extensive personalised feedback to those candidates who were unsuccessful in the Examinations.
10. Uploaded a webinar on Routes to Membership and improved the documentation made available to candidates pursuing membership.

11. Produced and disseminated revised documentation for the introduction of the mandatory reporting of Continuing Professional Development (CPD).

4.3.3 Engineering Practice Committee

The Engineering Practice Committee is responsible to the Executive Board for developing and implementing policy concerning technical matters related to structural engineering. During the year, it has

1. Published 5 Technical Reports and design Manuals:
 - *Manual for the Design of Building Structures to Eurocode 1 and basis of structural design*
 - *Manual for the Design of Steelwork Building Structures to Eurocode 3*
 - *Manual for the Seismic Design of Steelwork and Concrete Buildings to Eurocode 8*
 - *Appraisal of Existing Structures(3rd edition)*
 - *Practical Guide to Robustness and Disproportionate Collapse in Buildings*
2. Considered a presentation by the Waste & Resources Action Programme and the leadership position the Institution can take by joining the Sector Bodies Commitment to reduce by 50% construction generated waste by the end of 2012.
3. Considered the need to provide leadership to the Institutions members and the industry on sustainability of the built environment. A formal Institution policy has been considered and recommendations have been made.
4. Through the Sustainable Construction Panel; published 10 briefing information sheets.
5. Through the Research Panel provided:
 - 7 grants under the Undergraduate Research Scheme for undergraduate short projects
 - 5 grants under the MSc Research Grant Scheme
 - Introduced a new *Institution of Structural Engineers Research Award* to assist funding the development of innovative new research areas in the field of Structural Engineering
 - Developed a proposal for a research project to consider appropriate changes to current sustainability assessment schemes to recognise the importance of the embodied carbon within buildings and structures.
6. Provided technical guidance to the Commercial and Communications Department relating to the communication of technical content, training, meeting and events agendas.
7. Provided technical guidance to the Membership Department on technical content of IPD and CPD for students and members respectively.
8. Formally responded to 5 public consultations from the Westminster and Scottish Governments.
9. Challenged the UK Governments decision not to amend Approved Document A of the Building Regulations to recognise the implementation of the structural Eurocodes and the withdrawal of the conflicting British Standards.
10. Facilitated stakeholder discussions to assist DCLG to commence work to provide guidance on Class 3 Robustness to avoid disproportionate collapse of major buildings.

11. Continued to support and foster the adoption of the structural Eurocodes in the UK
12. Built on the existing dialogue with the CIC
13. Provided contributors to the CIRIA and HSE report on Major Hazards in Construction and EC (UK) latest report of Risk Management

4.3.4 Resources Panel

The Resources Panel is responsible to the Executive Board for assessing and reviewing the Institution's resource needs. During the year it has:

1. Closely monitored and reviewed financial performance against the initial and revised forecasts.
2. Established a forecast for 2011 to provide the resources to allow the Institution to achieve its planned objectives.
3. Reviewed the 2009 Statutory Accounts.
4. Reintroduced a minimum membership fee from 2010 and a one-off life membership fee from 2011 to the retired members.
5. Assessed the frequency of annual subscription payments and the related administration charges.
6. Maximised investment income by placing funds in a suitable low risk investment with the highest achievable returns.
7. Agreed to extend the funding to the Defined Benefit Pension Scheme until 2011. Also agreed to transfer £110k to the Employee Pension Designated Fund.
8. Reviewed the Death in Service Policy.
9. Assessed the strategy on management of risk arising from the Institution's activities and appointed a Risk Task Group.
10. Reviewed the new on-line bookshop and website.
11. Agreed on a policy of reviewing auditors at fixed time intervals.

4.3.5 Communications Panel

The Communications Panel is responsible to the Executive Board for developing communications with relevant stakeholders. During the year it has:

1. Promoted high standards in structural engineering by:
 - supporting the high quality and focused journal;
 - implementing (with the Journal Editorial Board) plans for moving to a monthly Journal (as from 1 January 2012), with possible new Parallel quarterly titles
 - supporting the publishing of design guides and technical reports; and
 - watching over the functionality and ongoing improvements to the website.
2. Improved communications with Institution members (at individual, branch, section and division levels) by:

- developing enhanced IT capabilities to improve worldwide communications between HQ, committees, panels, task groups, and regional groups; and
 - establishing the webinar function and presence on the website.
3. Developed members' competence by:
- considering the expectations of clients and developers of their professional advisors (e.g. mandatory CPD, H&S training/ qualification, and professional indemnity insurances); and
 - promoting the unique aspects of the Institution, its strengths in those areas where it is differentiated from other bodies.
4. Supported ongoing development and implementation of Business Plan aspirations, by:
- Adopting responsibility for publishing processes, particularly for technical reports; examining and streamlining processes and trimming costs
 - Building coherence in the Communications team;
 - Continuing development and improving function of the website; and
 - Developing plans for electronic dissemination, through webinars and online course delivery.

4.3.6 IStructE Ltd

IStructE Ltd undertakes activities relevant to the profession of structural engineering which either the Institution as a charity is unable to undertake or which can be more effectively conducted through the company. During the year, the board of the company has ensured that each activity for which it is responsible is organized effectively and professionally, and that profit is optimized. The board has done this by reviewing activities at board meetings, by considering financial reports (including forecasts, management accounts and annual accounts), and by ensuring that appropriate action is taken.

4.3.7 Structural Engineers Registration Ltd

Structural Engineers Registration Ltd promotes and manages schemes for the registration of individuals and organisations engaged in the certification of structures. During the year, it has

1. Ensured that the activities for which the company is responsible are organised effectively and professionally - By reviewing activities at board meetings, by considering financial reports (including forecasts, management accounts and annual accounts), and by ensuring appropriate action is taken.
2. Implemented the scheme of certification under the Building (Scotland) Act 2003 on behalf of the Scottish Government Building Standards Division - By continuing to assess applications for registration as Approved Certifier of Design (Building Structures) and Approved Body for Certification of Design (Building Structures); auditing members of the scheme.
3. Implemented the scheme of certification under the Planning and Building (Jersey) Law 2002 and Building Bye-laws (Jersey) 2007 on behalf of the States of Jersey Planning and Environment Department - By continuing to assess applications for registration as Approved Certifier of Design (Building Structures) and Approved Body for Certification of Design (Building Structures); auditing members of the Scheme.

4.3.8 Scotland

The Scottish Branch delivered a full professional programme during 2010. This included 10 evening lectures, 5 half-day seminars, a student model competition, a day-long graduates' workshop, and a series of evening workshops (in Glasgow, Edinburgh and Aberdeen) for preparing candidates for the Chartered Member examination, all of which were well attended by members, guests and others.

The branch continues to assist with the assessment and processing of membership applications for candidates residing in Scotland. Professional Review Interviews were held, including Associate and Technician Member grades. The Branch was represented on the Institution's Council and on Headquarters committees.

The branch has good links with schools, and continues to judge model competitions, helping to promote greater awareness in schools with regard to professional engineering. It also continues to have good links with the universities and colleges in Scotland. Awards were presented to the most deserving students in each University in Scotland which run accredited degree courses.

Liaison has been maintained with the Institution of Civil Engineers, the HSE, the Concrete Society and the Institution of Shipbuilders. In addition the branch continues to build working relationships with other bodies including RIBA, RIAS, GIA, IEE, IMechE, CIBSE, CIMCIGS, IESIS and others through the Federation of Engineering Institutions.

The activities in Scotland of Structural Engineers Registration Ltd are summarized in the immediately preceding section, 4.3.7.

5 EXECUTIVE BOARD AND STAFF DIRECTORATE

5.1 Executive Board

Dr Sarah Buck	Professor Tim Ibell*
Mr Alan Crossman	Mr John Nolan
Ms Jane Entwistle (formerly Hogg)	Dr Graham Owens
Mr Nicholas Forman	Professor Roger Plank
Mr David Harvey*	Mr John Staves
Mr Tristram Hope*	Mr Norman Train

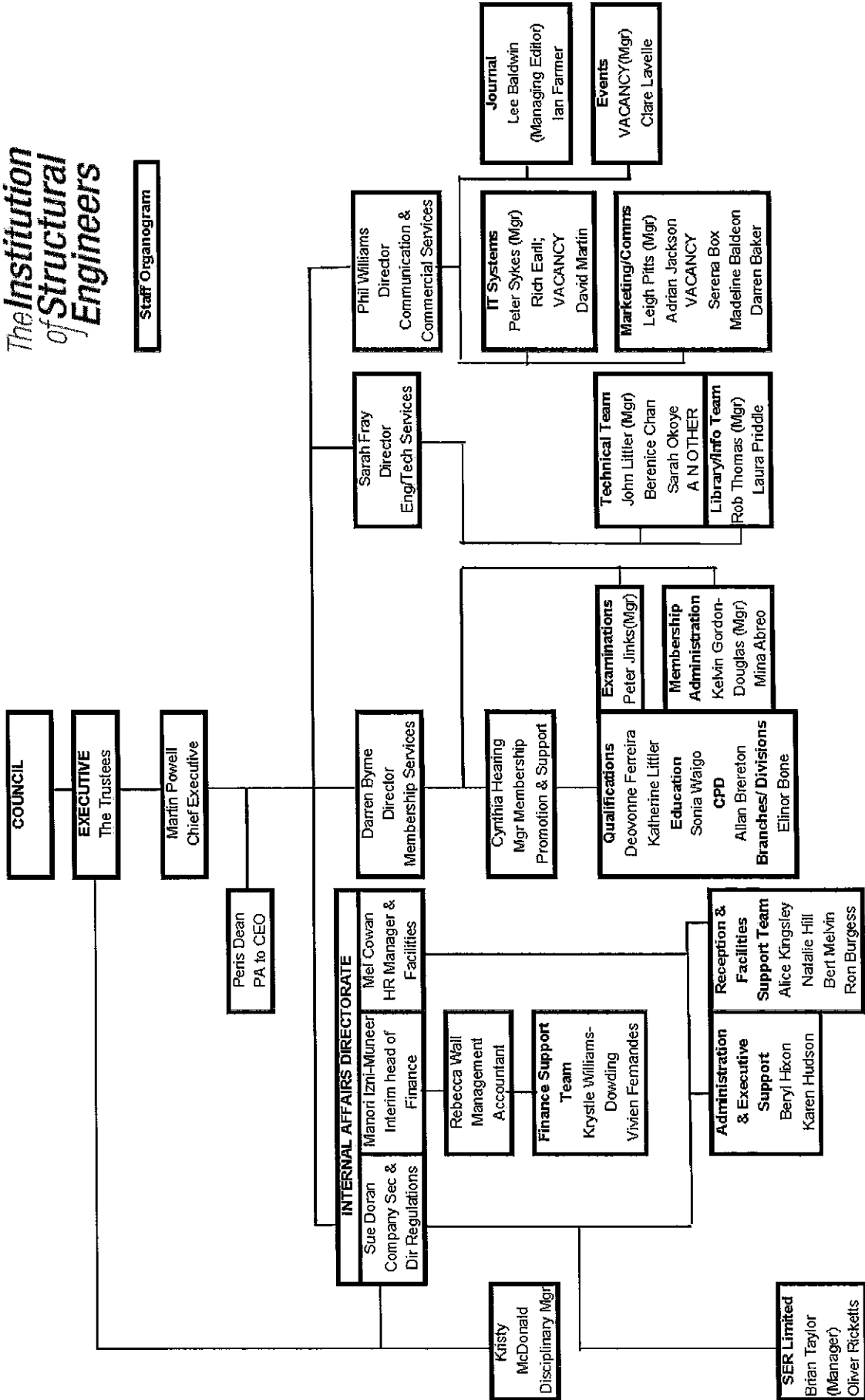
Those marked * were no longer in office at the date of the approval of this report.

5.2 Staff Directorate

Mr Martin Powell	Chief Executive
Mr Darren Byrne	Director, Membership and Education
Dr Sue Doran	Company Secretary and Director of Regulations
Ms Sarah Fray	Director, Engineering and Technical Services
Mr Phil Williams	Director, Commercial and Communications

The Institution of Structural Engineers

Staff Organogram



6 PROFESSIONAL ADVISERS

6.1 Bankers

Barclays Bank plc, United Kingdom House, 7th Floor, 180 Oxford Street, London, W1D 1EA

Birmingham Midshires, PO Box 81, Pendesford Business Park, Wobaston Road, Wolverhampton WV9 5HZ

6.2 Solicitors

Beale & Company Solicitors LLP, Garrick House, 27-32 King Street, Covent Garden, London WC2E 8JD

6.3 Auditors

BDO LLP, Emerald House, East Street, Epsom, Surrey KT17 1HS

6.4 Insurance brokers

Griffiths & Armour Insurance Brokers, Drury House, 19 Water Street, Liverpool L2 0RL

6.5 Facilities consultants

Roughton London Ltd, 3rd Floor West, 52 Grosvenor Gardens, London SW1W 0AU

7 FINANCIAL REVIEW

7.1 Responsibilities for the accounts and financial statements

The Charities Act 1993 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The trustees must also prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the charity will continue its activities.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 1993. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are satisfied that these requirements are being met.

7.2 Review of the year

Overall review

If 2009 was characterised as a year that required prudence by the Board in leading the Institution through the ravages of a worldwide recession then 2010 essentially witnessed much of the same. If additionally 2009 witnessed a re-ordering of priorities internally to meet the challenges of a new vision and strategy, then 2010 represented the year in which an enhanced focus on business performance became a more widely accepted way of monitoring progress and managing risk and opportunity.

This renewed focus combined with continuing commitment and enthusiasm from both members of the Institution and the employed staff lead to some significant achievements in 2010 that included:

- Publication of five new technical guides and commentaries as a prelude to an increase in the output and activity of the Institution as an authoritative source of independent information
- Development and approval of a revised International strategy to underpin our position as a global Institution for a global profession and assist our ambition for further growth
- Provision of technical lectures via web broadcast to widen accessibility of support materials to members and others wherever in the world they operate
- The first phases of roll-out to be completed by 2013 that will see the reporting of Compulsory Professional Development become an accepted and routine requirement for Institution members that will further enhance the high standards of achievement and reputation for which members are highly regarded.
- Commencement of an Educational Project in collaboration with academia and industry to determine how best to teach and support a new generation of engineers in gaining an acceptable level of competence in behavioural structural design.

Whilst these activities represent tangible development initiatives of the Institution there is much to commend about the regular and ongoing work of the Institution not least the continuing enthusiasm of candidates to present for chartered membership examination. 2010 represented another excellent high level of entrants on a par with 2009. The pass mark for success remains stubbornly below 40% and during the year substantial progress and effort has been made in providing personalised feedback to all those who require it. This will be complemented during 2011 by development of new examination preparation guidance notes.

Internationally, enthusiasm for the Institution remains strong with a particular interest and take-up of student membership in India. Elsewhere considerable progress was evident in working with regulatory authorities in China and the Institution's worldwide reputation enhanced through conferences held in Shanghai and Singapore organised by local members.

Wherever in the world the Institution is represented, it remains only as strong as the support and enthusiasm given by the membership in panel, committee and representative activities underpinned by a diligent and responsive staff based at the Institution's London Headquarter offices. In these respects, this was another tremendously successful year for the Institution of Structural Engineers that will surely be the catalyst for further sustained progress during 2011.

Principal income sources

Some 58% of the Institution Group's income comes from members' subscriptions and fees; 4% from advertising in *The Structural Engineer*; 18% from the trading activities of Structural Engineers Registration Ltd; 4% from the annual examinations; 3% from publications sales; and the remaining 13% from a range of smaller activities within the charitable body and the trading companies.

How expenditure has supported the Institution Group's main objectives

The Institution has a vision "to be universally accepted as the pre-eminent global body for structural engineering". During 2010 the Executive Board continued to evaluate how best to prioritise and fund development activity in pursuit of this vision whilst taking full cognisance of a downturn in revenues and a world-wide recession of indeterminate length.

As a result whilst no major financially intensive initiatives commenced, the Institution in furtherance of its objects to promote for the public benefit the general advancement of the science and art of structural engineering continued to maintain and disseminate information and ideas on structural engineering to its members. Activities were focussed on:

- maintaining high standards of professional qualifications for structural engineering;
- assisting members to maintain their professional competence;
- fulfilling the Institution's learned society role;
- promoting the Institution and the profession of structural engineering;
- ensuring an ongoing value for money and efficiency in the management of the Institution's affairs; and
- valuing members' voluntary time in supporting the activities of the Institution and utilising that support as effectively as possible.

7.3 Investment policy and performance

In order to optimize the return on the Institution's funds, investments are made taking account of the projected availability, in terms of both time and quantum, of the funds to be invested. To ensure that cash is always available to meet specific needs, the Resources Committee uses cash flow projections and forecast planning. Funds are invested, as deemed appropriate by the Resources Committee, in low-risk investments with no specific exclusions.

The investments are currently held in a high-interest account at the Charities Aid Foundation. During 2010, the income from the investments totalled £13,988 which was above the forecast. With improving interest rates expected in the future, during 2011 the Trustees will review where the investments are held.

7.4 Reserves policy

The Institution has total unrestricted reserves of £2.8m, of which £1.5m is freely available for spending. The objective is to maintain free reserves of at least the equivalent of six months' fixed costs which is £1.2m. (Fixed costs comprises of staff costs, building maintenance costs, office overheads and depreciation).

7.4.1 General Fund

The General Fund is a reserve used for the short - and long-term development of the Institution and also for unexpected events such as a possible significant shortfall in income; the fund presently stands at £1,519,713.

7.4.2 Premises Fund

With the current lease on 11 Upper Belgrave Street due to run out in 2037, the Premises Fund is a reserve used for future plans, as yet undecided, for the Institution's offices, and stands at £913,640 (See 3.3.4.3.)

7.4.3 Employee Pensions Fund

The Institution, as employer, continues to discharge its responsibilities to the (closed) final salary pension scheme. As a contingency, this fund, which currently stands at £273,941, is available for use by the Institution, should it be necessary to provide extra money for the scheme.

7.4.4 Redecoration Fund

This is a short-term fund to provide for the large financial outlays of decorating the exterior of 11 Upper Belgrave Street to meet the obligations of the lease. The fund currently stands at £75,000.

7.4.5 Allocations to funds

The Executive Board decides on a year-by-year basis the amounts that are placed in each fund, and monitors actual income and expenditure against the operating forecast.

7.5 Grant-making policy

7.5.1 The Institution and regional group awards

As a learned society, the Institution has a policy of encouraging its members to ensure that the quality of the work they undertake is carried out to a high standard. As part of this policy of encouragement, awards are given each year to members for the technical papers that are presented at meetings, both at Institution Headquarters and in the regional groups; for the best students at higher educational establishments in branch areas; and for newly-built structures. Each of these award winners receives a certificate; some also receive a plaque or a financial reward (in the £50-£200 range).

7.5.2 Research Fund

The Institution's Research Fund (administered by the Research Panel, which reports to the Engineering Practice Committee) makes grants to support research in structural engineering. In addition to considering direct applications to the fund, young researchers are supported through the Young Researchers' Grant Scheme and the Young Researchers' Conference.

8 PLANS FOR FUTURE PERIODS

8.1 Executive Board

1. To continue the consideration of strategic issues at Executive Board meetings for the future challenges facing the Institution and with particular emphasis on a combined Council and Executive Strategy Review meeting planned for July 2011.
2. To undertake a review of the Institution's governance including the terms of reference and reporting structures of the various Institution committees and panels.
3. To monitor the effectiveness of the 2011 operating plans by reference to financial performance and the introduction of non-financial key performance indicators.
4. To consider the suitability of the existing Head Quarters building in furthering the aims and objectives of the Institution.
5. To agree the annual report and accounts for 2010 and the Charity Commission Annual Return and the return to the Office of the Scottish Charity Regulator, and to regularly monitor the management accounts summaries of the Institution and its related group companies.
6. To agree the financial forecast and operating plans for 2012.

8.2 Membership Committee

1. To implement routes to membership, including the recognition of structural engineering examinations used by other organisations (comparability route), so as to

broaden access to the learned society activities of the Institution for those individuals who demonstrate the appropriate level of technical and professional competency.

2. To develop an Institution examination preparation course to enable candidates to develop the competencies and skills required to succeed in the Chartered and Associate-Member Examinations.
3. To work with the Education Panel and Education Project Steering Committee to improve the delivery of structural engineering material so as to ensure graduates have a better understanding of structural behaviour and are fit for entry to the profession.
4. Introduce the mandatory reporting of CPD scheme.
5. To increase the number of webinars providing detailed guidance on routes to membership.
6. To continue to grow the Staff Liaison Officer scheme with particular emphasis at the Further Education (Technician) level.
7. To improve communications between the Institution HQ, branches, divisions and universities/companies within those areas. Roadshows on Initial Professional Development and the Professional Review will be organised through the year.

8.3 Engineering Practice Committee

1. To continue to produce drafts for design guides and technical reports relating to excellence in structural engineering execution. 5 Institution reports are planned for publication in 2011.
2. Work on 2 new publications is planned to commence in 2011.
3. Consideration will be given to the benefits of translating seminal Institution reports into languages other than English.
4. Consideration will be given to developments within the Institution's library & knowledge centre to enhance access using electronic formats and an ebooks acquisition policy.
5. To enhance the Institutions support for practicing structural engineers nationally and internationally by the implementation of direct technical practice support by a specialist member of staff.
6. The implementation of an international structural safety reporting scheme, based on the merger of SCOSS and CROSS.
7. To commence the publication of supporting guidance specific to the needs of new graduates and technicians.
8. To continue to forge links with regional, national and international governments and decision makers within the industry to improve the quality, safety, and sustainability of the built environment through structural engineering expertise.
9. To facilitate further the development of guidance on Robustness Risk Class 3.
10. To enhance the Institutions leadership on all matters of Health and Safety relating to the design and construction of the built environment.
11. To advise the Commercial and Communications Dept on enhanced access and breadth of available materials to support members in fulfilling their CPD obligations.

8.4 Resources Committee (formerly Resources Panel)

1. To monitor income and expenditure against forecast. This will be achieved by the Resources Committee overseeing the financial results at each meeting of the Committee.
2. To establish a financial forecast for 2012. To endeavour to procure funding sufficient for the Charity to carry out its planned objectives for the coming year.
3. To restrict subscription increases to a level acceptable to the membership. This will be achieved by monitoring the UK rate of inflation and by benchmarking the subscription levels of similar institutions.
4. To investigate and develop an investment portfolio while considering the level of risk acceptable to the Trustees.
5. To establish a Premises Fund strategy and policy.
6. To review the Employee Pension Designated Fund to determine further steps required in eliminating the deficit on the defined benefit pension scheme.

8.5 Communications Panel

1. To continue the development and implementation of the marketing and communications strands of the business Plan in the light of adverse economic conditions.
2. To establish the team (and, particularly, the roles of the new members of the team), to find ways of delivering excellent value-added service.
3. To continue the promotion of the Institution brand, including new logo, stationery and coherent sub-brands and collateral material.
4. To guide the planning and implementation of the introduction of *The Structural Engineer* as a monthly title, with potential parallel quarterly titles.
5. To continue the development of the website, to overcome inbuilt constraints and to permit strong functional change in support of business plan aspirations.
6. To develop the delivering mechanism and content of web-based CPD courses.

8.6 IStructE Ltd

To ensure that each activity for which the company is responsible is organized effectively and professionally, and that profit is optimized - By reviewing activities at board meetings, by considering financial reports (including forecasts, management accounts and annual accounts), and by ensuring that appropriate action is taken. To maintain close proximity and liaison with the Trustees, it has been agreed that a member of the Executive Board should also sit on the Board of IStructE Ltd.

8.7 Structural Engineers Registration Ltd

1. To ensure that the activities for which the company is responsible is organised effectively and professionally - By reviewing activities at board meetings, by considering financial reports (including forecasts, management accounts and annual accounts), and by ensuring appropriate action is taken.
2. To continue to implement the scheme of certification under the Building (Scotland) Act 2003 on behalf of the Scottish Government Building Standards Division - By assessing further applications to the scheme and auditing the certification activities of members of the scheme.
3. To continue to implement the scheme of certification under the Planning and Building (Jersey) Law 2002 and Building Bye-laws (Jersey) 2007 on behalf of the States of Jersey Planning and Environment Department - By assessing

further applications to the scheme and auditing the certification activities of members of the scheme.

4. To pursue discussions with the Department of Communities & Local Government and other relevant bodies to enable, in due course, application to be made to operate a scheme of certification of structural design in England & Wales.

Approved by the Executive Board and signed on their behalf by



**Professor Roger Plank
President 2011**

Date: 12 May 2011

APPENDIX A

FINANCIAL STATEMENTS

INDEPENDENT AUDITORS REPORT TO THE TRUSTEES OF THE INSTITUTION OF STRUCTURAL ENGINEERS

We have audited the financial statements of The Institution of Structural Engineers for the year ended 31 December 2010 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Charity Balance Sheets, the Consolidated Cash Flow Statement and the related notes. The financial statements have been prepared under the accounting policies set out therein.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 1993 and the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The trustees' responsibilities for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out in the Statement of Trustees' Responsibilities.

We have been appointed as auditors under section 43 of the Charities Act 1993 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with regulations made under those Acts. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

We also report to you if, in our opinion the information given in the Trustees' Annual Report is not consistent with the financial statements, if the charity has not kept sufficient and proper accounting records, if the charity's statement of account is not in agreement with these accounting records, or if we have not received all the information and explanations we require for our audit.

We read the Trustees' Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

Basis of audit opinion

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion

In our opinion:

- the group financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the group's affairs as at 31 December 2010, and of the group's incoming resources and application of resources, for the year then ended;
- the parent charity's financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the parent charity's affairs as at 31 December 2010; and
- the financial statements have been properly prepared in accordance with the Charities Act 1993, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

BDO LLP

BDO LLP

Chartered Accountants and Statutory Auditor

BDO LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

Epsom

United Kingdom

Date:

18 May 2011

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

Statement of financial activities

Year ended 31 December 2010

	Note	Unrestricted Funds	Restricted Funds	Permanent Endowment Funds	2010 Total	2009 Total
		£	£	£	£	£
Incoming resources						
Incoming resources from generated funds						
Voluntary income		1,067	23,539	-	24,606	23,411
Activities for generating funds						
Gross income from charitable trade		192,831	-	-	192,831	214,673
Trading subsidiaries' income		1,466,904	-	-	1,466,904	1,290,533
Investment income	2	13,063	678	247	13,988	45,493
Incoming resources from charitable activities						
Membership and qualification activities		3,599,241	-	-	3,599,241	3,393,083
Technical & professional learning and development		42,564	1,709	-	44,273	123,273
Other charitable activities		189,345	-	-	189,345	188,797
Total incoming resources		5,505,015	25,926	247	5,531,188	5,279,263
Resources expended						
Costs of generating funds	4					
Costs of generating voluntary income		-	-	-	-	-
Costs of charitable trading		182,176	-	-	182,176	215,240
Trading subsidiaries costs		993,703	-	-	993,703	922,781
Charitable activities	4					
Membership and qualification activities		2,224,869	-	-	2,224,869	2,223,874
Technical & professional learning and development		602,961	46,131	-	649,092	743,739
Other charitable activities		570,952	-	-	570,952	588,845
Governance costs	3	307,176	-	-	307,176	266,079
Total resources expended		4,881,837	46,131	-	4,927,968	4,960,558
Net incoming/(outgoing) resources before gains & transfers	5	623,178	(20,205)	247	603,220	318,705
Other recognised gains & losses						
Pension deficit		-	-	-	-	(120,000)
Actuarial loss on final salary pension scheme	20	(120,000)	-	-	(120,000)	(671,000)
Net movement in funds		503,178	(20,205)	247	483,220	(472,295)
Total funds brought forward		2,014,652	203,096	54,628	2,272,376	2,744,671
Total funds carried forward		2,517,830	182,891	54,875	2,755,596	2,272,376

All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The notes on pages A5 to A15 form part of these financial statements.

Balance sheets

Year ended 31 December 2010

	Note	The Group		Charity	
		2010 £	2009 £	2010 £	2009 £
Fixed assets					
Tangible assets	7	1,044,994	1,113,814	1,044,994	1,113,814
Investment in subsidiary companies	8	-	-	101	101
		<u>1,044,994</u>	<u>1,113,814</u>	<u>1,045,095</u>	<u>1,113,915</u>
Current assets					
Stocks of publications	11	164,781	135,446	164,781	135,446
Debtors	12	214,583	309,717	630,612	644,223
Cash at bank and in hand		3,083,887	2,839,006	2,480,958	2,377,873
		<u>3,463,251</u>	<u>3,284,169</u>	<u>3,276,351</u>	<u>3,157,542</u>
Creditors – amounts falling due within one year	13	(1,478,649)	(1,715,607)	(1,280,743)	(1,584,952)
		<u>1,984,602</u>	<u>1,568,562</u>	<u>1,995,608</u>	<u>1,572,590</u>
Net current assets					
Total net assets before pension scheme (deficit)/surplus		3,029,596	2,682,376	3,040,703	2,686,505
Pension scheme funding (deficit)/surplus		(274,000)	(410,000)	(274,000)	(410,000)
		<u>2,755,596</u>	<u>2,272,376</u>	<u>2,766,703</u>	<u>2,276,505</u>
Total net assets after pension scheme (deficit)/surplus					
Capital funds					
Permanent endowment funds	14	54,875	54,628	54,875	54,628
Restricted funds	15	182,891	203,096	182,891	203,096
Unrestricted funds:					
Designated funds	16	1,272,117	1,080,573	1,272,117	1,080,573
General funds		1,519,713	1,344,079	1,530,820	1,348,208
		<u>3,029,596</u>	<u>2,682,376</u>	<u>3,040,703</u>	<u>2,686,505</u>
Total funds excluding pension reserve		3,029,596	2,682,376	3,040,703	2,686,505
Less: pension reserve		(274,000)	(410,000)	(274,000)	(410,000)
		<u>2,755,596</u>	<u>2,272,376</u>	<u>2,766,703</u>	<u>2,276,505</u>
Total funds					

Approved by the Executive Board, authorised for issue and signed on their behalf by:

Prof Roger Plank, President



John Nolan, Trustee, Chairman Resources Committee



Date: 12 May 2011

The notes on pages A5 to A15 form part of these financial statements

Consolidated cash flow statement and related notes

Year ended 31 December 2010

Reconciliation of changes in resources to net cash inflow from operating activities	Note below	2010 £	2009 £	
Net incoming resources		603,220	318,705	
Investment income		(13,988)	(45,493)	
Depreciation		109,656	134,952	
(Increase) / Decrease in stock		(29,335)	44,070	
Decrease in debtors		95,134	34,860	
(Decrease) / Increase in creditors		(236,958)	38,885	
Difference between pension charge and cash contribution		<u>(256,000)</u>	<u>(261,000)</u>	
Net cash inflow from operating activities		<u>271,729</u>	<u>264,979</u>	
Cash flow statement				
Net cash inflow from operating activities		271,729	264,979	
Returns on investments and servicing of finance	1	13,988	45,493	
Purchase of fixed assets		<u>(40,836)</u>	<u>(18,332)</u>	
increase in cash		<u>244,881</u>	<u>292,140</u>	
Reconciliation of net cash flow to movement in net funds				
	2			
Increase in cash in year & change in net cash funds resulting from cash flows		244,881	292,140	
Net funds 1 January		<u>2,839,006</u>	<u>2,546,866</u>	
Net funds 31 December		<u>3,083,887</u>	<u>2,839,006</u>	
Notes to the cash flow statement				
1. Gross cash flows				
Returns on investments and servicing of finance		<u>13,988</u>	<u>45,493</u>	
Interest received		<u>13,988</u>	<u>45,493</u>	
2. Analysis of changes in net funds				
	1 Jan 2010	Cash flows	Other	31 Dec 2010
	£	£	£	£
Cash at bank and in hand	<u>2,839,006</u>	<u>244,881</u>	<u>-</u>	<u>3,083,887</u>

The notes on pages A5 to A15 form part of these financial statements.

Notes to accounts

Year ended 31 December 2010

1. Accounting policies

The financial statements are prepared in accordance with the Charities Act 1993, the Statement of Recommended Practice 2005 "Accounting and Reporting by Charities" and applicable United Kingdom accounting standards. The particular accounting policies adopted by the Trustees are described below.

Accounting convention

The financial statements are prepared under the historical cost convention as modified by the revaluation of leasehold premises.

Basis of consolidation

The financial statements include the consolidation of IStructE Limited and Structural Engineers Registration Limited (wholly owned subsidiaries of the Institution) on a line by line basis. The financial statements of the Institution's two connected charities The Benevolent Fund and the Educational Trust have not been included within the group consolidation. Surplus for the year for Institution prior to consolidation with subsidiaries amounted to £129,644. (2009: deficit of £81,400)

Incoming resources

All income is recognised in the Statement of Financial Activities when the conditions for receipt have been met and there is reasonable assurance of receipt. The following accounting policies are applied to income:

Members' subscriptions and fees

Member's subscription and fees due are treated as income when receivable. Amounts received in respect of future years are carried forward in the accounts as deferred income until the relevant subscription year.

Donations and grants

Donations and grants are included in the financial statements when receivable.

Fees received for charitable services

These represent amounts receivable in respect of goods or services provided during the year.

Investment income and gains

Investment income, including any tax recoverable thereon, is included in the financial statements in the year in which it is receivable.

Resources expended

All expenditure is accounted for on an accruals basis and includes irrecoverable Value Added Tax. Expenditure has been allocated on the basis indicated below:

Charitable activities

This includes all expenditure directly related to the objects of the charity.

Membership services

This comprises the costs involved in providing support and services to the members of the Institution.

Technical & professional learning and development

This comprises the costs related to the advancement and development of structural engineering.

Other charitable activities

This comprises the costs of training members and events.

Governance costs

These costs include the costs of governance arrangements which relate to the general running of the Institution of Structural Engineers as opposed to the direct management functions inherent in the charitable activities. They include external audit, legal advice to the Trustees and costs associated with the Executive Board.

Support costs

These costs represent the staffing and associated costs of finance, IT and the general building and administration costs in supporting the operational activities for which the charity is responsible. These are allocated as detailed in Note 4.

Fund accounting

The charity maintains various types of funds as follows:

Permanent endowment funds

These funds have been received by the Institution with specific restrictions on their use within the objectives of its Royal Charter and from which the income arising is available for fulfilment of those objectives. These funds comprise various prize funds.

Restricted funds

These funds have been received by the Institution with specific restrictions on their use within the objectives of its Royal Charter.

Unrestricted funds

These are available for the Institution to pursue its objectives under its Royal Charter and comprise:

Designated funds

Designated funds are amounts which have been put aside at the discretion of the Trustees. General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the charity under its Royal Charter.

General fund

This represents the undesignated accumulated surpluses from funds available for the general objectives of the Institution.

Regional groups

The activities of regional groups, together with their assets and liabilities, where material, are incorporated within these accounts.

Tangible fixed assets

Fixed assets are stated at historical cost or valuation less depreciation. Equipment renewals due to technological changes are charged to the Statement of Financial Activities. Depreciation is provided at rates calculated to write off the costs or valuation less estimated residual value on a straight line basis over their estimated useful lives as follows:

Leasehold premises	Remaining term of the lease
Computing	15% to 33.3% per annum on cost
Furniture and equipment	10% to 33.3% per annum on cost or valuation.

The Institution adopted FRS15 in 2000. All additions to tangible fixed assets from that year are stated at cost. Where existing unimpaired tangible fixed assets are stated at valuation the Institution has taken advantage of the transitional arrangements in FRS15 to retain these book values.

Investments

Investments listed and otherwise are shown at cost.

Stock

Finished stock and work in progress relates to technical publications and is stated at the lower of cost and net realisable value. Cost comprises the price of purchasing, compilation, printing and binding.

Pension contributions

The Institution operates two pension schemes as follows:

Contributory final salary scheme

This scheme provides benefits based on final pensionable salary. The scheme was closed during 2002 and future pension arrangements were provided through a group personal pension plan. The assets of the final salary scheme are invested and are totally separate from those of the Institution. Contributions to the scheme are charged to income and expenditure so as to spread the cost over the employees' working lives with the Institution. These contributions are determined by a qualified actuary on the basis of triennial valuations using the projected unit method.

This scheme is being accounted for under FRS17, with the annually calculated notional surplus or deficit on the funding of the scheme shown in the accounts as a designated fund entitled "Pension Reserve" which is deducted from unrestricted funds in the balance sheet.

Group personal pension plan

The plan provides benefits based on contributions made and investment returns. The plan commenced during 2002 following the closure of the final salary scheme. Both the Institution and employees contribute to this plan. The assets of the plan are held in individual policies for each employee and invested and are totally separate from those of the Institution. Contributions to the plan are charged to income and expenditure as incurred.

Leases

Rental costs under operating leases are charged to the Statement of Financial Activities in equal amounts over the periods of the lease.

2. Investment income & servicing of finance

	2010	2009
	£	£
Bank deposits	<u>13,988</u>	<u>45,493</u>

3. Governance costs

	Total 2010 £	Total 2009 £
External audit costs	19,860	19,675
Legal	1,935	65
Support costs	175,685	157,955
Trustee meetings and committees	98,411	76,762
Council election costs	11,285	11,622
Total Governance costs for group	307,176	266,079

4. Support costs

	Management £ Head count	Legal & finance £ Head count	Information technology £ Head count	Total support costs £	Charitable and other activities £	Total £
Charitable trading	30,430	4,722	10,651	45,803	136,373	182,176
Trading subsidiaries	91,289	14,166	31,954	137,408	856,294	993,703
Membership & qualification activities	532,518	82,634	186,397	801,549	1,423,320	2,224,869
Technical & professional learning & development	177,404	27,529	62,097	267,030	382,062	649,092
Other charitable activities	60,859	9,444	21,303	91,606	479,346	570,952
Governance	113,090	17,088	45,507	175,685	131,491	307,176
Total	1,005,590	155,583	357,909	1,519,081	3,408,886	4,927,968

5. Net incoming/(outgoing) resources for the year are stated after charging

	2010 £	2009 £
Auditors' remuneration		
For audit services	19,860	19,675
For taxation services	-	-
Depreciation of fixed assets	109,656	134,952

6. Information regarding employees and trustees

The average number of staff employed by the Institution throughout the year was 48 (2009: 50). Staff costs comprise:

	2010 £	2009 £
Salaries	1,689,779	1,757,376
Permanent health Insurance	16,036	16,271
Social security costs	180,147	192,829
Pension costs	123,155	118,327
Staff welfare, training and recruitment	136,470	86,093
	2,145,587	2,170,896

The number of employees whose total emoluments amounted to £60,000 or above for the year is as follows:

	2010	2009
£ 60,000 – £ 70,000	3	2
£ 70,001 - £ 80,000	1	1
£ 90,001 - £100,000	-	1
£100,001 - £110,000	1	-

Four employees in this category are members of the Institution group personal plan which is a defined contribution scheme. Pension benefits paid in the year in respect of employees included in the bandings above £60,000 who are members of defined contribution scheme totalled £26,813. (2009: £22,937)

The Executive Board is drawn from the membership of the Institution. No Trustee received any remuneration for their duties as Trustees (2009: none). Trustees are reimbursed for travelling and other expenses whilst engaged on the activities of the Institution.

Reimbursements were made as follows:

	£
Reimbursed in 2010 to 12 members of the Executive Board	30,869
Reimbursed in 2009 to 12 members of the Executive Board	33,994

In their capacity as members of the Institution, Trustees are obliged to pay annual subscriptions due to the Institution and are entitled to take advantage of the services offered by the Institution and its subsidiary companies, on the same terms offered to all members or to the general public.

Where Trustees or their connections provide services to, or utilise any other services or facilities of the Institution, the amounts paid to or charged by the Institution and based on either:

- Standard rates paid by the Institution to members and non-members alike for services such as lecturing; or
- Rates negotiated on behalf of the Institution, independently of the member involved, by the Executive Board or their delegated committee, based on competitive tenders or general rates.

During the year, payments have been made to trustees for £4,808 in relation to services provided to conduct Professional Review Interviews and other commercial services, £7,900 on project consultancy fees and £4,000 to author an Institution publication. The Institution is not aware that any other payments have been made by the Institution or its subsidiary companies for commercial services provided by any Trustee, or their connected parties.

In the year the Institution incurred no costs (2009 none) for accommodation provided for trustees in order to attend charity business.

7. Fixed Assets

	Leasehold Premises £	The Group Computers £	Furniture & Equipment £	Total £
Cost or Valuation				
Balance at 31 December 2009	1,514,857	634,785	329,965	2,479,607
Additions	-	37,616	3,220	40,836
Balance at 31 December 2010	1,514,857	672,401	333,185	2,520,443
Accumulated Depreciation				
Balance at 31 December 2009	540,474	542,508	282,811	1,365,793
Charge for year	37,069	47,780	24,807	109,656
Balance at 31 December 2010	577,543	590,288	307,618	1,475,449
Net Book Value				
At 31 December 2010	937,314	82,113	25,567	1,044,994
At 31 December 2009	974,383	92,277	47,154	1,113,814

The leasehold premises were revalued on a current open market basis on 31 December 1994 by Messrs Gerald Eve & Co Chartered Surveyors at £1,450,000. The historical cost (1938) of the leasehold was £7,712.

All tangible fixed assets are used in the activities of the Institution. The trading subsidiaries do not own any tangible fixed assets. Audited accounts of the trading subsidiaries are filed with the Registrar of Companies.

8. Investments in subsidiaries

The group has the following subsidiary trading companies:

Subsidiary undertaking	Principal activities	Net Assets
IStructE Ltd	Various commercial activities	See note 9
Structural Engineers Registration Ltd	A registration service to engineers in Scotland and Jersey	See note 9
Institution of Construction Engineers	Not trading	Nil
Association of Construction Engineers	Not trading	Nil

All subsidiaries are 100% owned by the Institution and are incorporated in the UK. As a general policy, the trading companies' gift aid all their taxable profits to the charity.

The Institution operates a number of overseas regional group's branches which have not been incorporated into the financial statements on the grounds of materiality.

9. Results and net assets/(liabilities) of trading subsidiaries

	IStructE Ltd	SER Ltd	Total	2009
	£	£	£	£
Turnover	442,937	1,023,967	1,466,904	1,290,533
Cost of sales	131,122	565,963	697,085	(614,029)
Gross profit	311,815	458,004	769,819	676,504
Administrative expenses	69,661	219,604	289,265	276,399
Operating profit	242,154	238,400	480,554	400,105
Amount donated to the Institution	(242,154)	(238,400)	(480,554)	(400,105)
Amount retained by the subsidiary	-	-	-	-
Current assets	296,834	360,328	657,162	490,228
Current liabilities	(296,734)	(364,456)	(661,190)	494,256
Net assets and funds	100	(4,128)	(4,028)	(4,028)

10. Connected charities

The Institution of Structural Engineers Educational Trust

The Institution of Structural Engineers Educational Trust is deemed a connected charity by having similar objects to the Institution and benefiting from administrative services provided by the Institution. The Trust was established in 1991 with the main objective of promoting excellence in structural engineering. Its primary aim is to encourage young people to join the profession of structural engineering. The Trust is constituted as a company limited by guarantee incorporated in England and Wales. The affairs of the Trust are conducted from the Institution's offices and the secretariat is provided by the Institution. During the year the Institution donated £7,166 of administrative services to the Educational Trust. £28,135 of donations were collected from the Institution's members and paid over to the Trust.

The Institution of Structural Engineers Benevolent Fund

The Institution of Structural Engineers Benevolent Fund is deemed a connected charity as its objects are to make grants and afford assistance to necessitous persons who are members of the Institution of Structural Engineers, and to former members and dependants of members and as it benefits from administrative services provided by the Institution. The Benevolent Fund was established in 1936 as an unincorporated association, and in 1941 it obtained registration as a friendly society. In 1995 it was incorporated as a company limited by guarantee and was re-registered as a charity (England & Wales). The affairs of the Benevolent Fund are conducted from the Institution's offices and the secretariat is provided by the Institution.

During 2010 the Institution donated £16,771 of administrative services to the Benevolent Fund and collected £34,071 of donations from its members and paid these to the Benevolent Fund.

The financial results are:

	Benevolent Fund		Educational Trust	
	2010 £	2009 £	2010 £	2009 £
Incoming resources	238,608	122,380	32,375	36,163
Resources expended	(114,062)	(72,193)	22,279	36,500
Net incoming resources	124,546	50,187	10,096	(337)
Realised gains/(losses) on investments	36,557	(72,505)	-	-
Unrealised gain on investments	230,848	310,771	-	-
Net movement in funds	391,951	288,453	10,096	(337)
Fund balance brought forward	1,536,621	1,248,168	103,358	103,695
Fund balance carried forward	1,928,572	1,536,621	113,454	103,358

11. Stock

	Group		Charity	
	2010 £	2009 £	2010 £	2009 £
Finished goods	146,681	37,986	146,681	37,986
Work in progress	18,100	97,476	18,100	97,460
Total	164,781	135,446	164,781	135,446

12. Debtors

	Group		Charity	
	2010 £	2009 £	2010 £	2009 £
Debtors in respect of charitable services	11,658	52,839	11,658	52,839
Trade debtors of subsidiaries	49,165	25,087	-	-
Amounts due from subsidiary undertakings	-	-	465,734	363,602
Other debtors and prepayments	153,760	231,791	153,220	227,782
	214,583	309,717	630,612	644,223

13. Creditors: Amounts falling due within one year

	Group		Charity	
	2010 £	2009 £	2010 £	2009 £
Creditors	176,092	257,194	95,771	185,001
Other creditors	57,909	70,157	57,909	70,157
Accruals and deferred income	1,199,673	1,335,855	1,062,960	1,299,642
Other taxation and social security	44,975	51,278	37,789	30,152
Amounts due to subsidiary undertakings	-	1,123	26,314	-
	1,478,649	1,715,607	1,280,743	1,584,952

14. Movement in permanent endowment funds

	31 December 2009	Income	Expenditure	31 December 2010
	£	£	£	£
Prize funds	54,628	247	-	54,875

15. Movement in restricted funds

	31 December 2009	Income	Expenditure	31 December 2010
	£	£	£	£
Research fund	126,247	23,538	(17,707)	132,078
Prize funds	2,613	584	(500)	2,697
EEFIT fund	21,114	1,805	(400)	22,519
CROSS fund	53,122	-	(27,525)	25,597
	<u>203,096</u>	<u>25,927</u>	<u>(46,132)</u>	<u>182,891</u>

Purpose of restricted funds

Name	Purpose
Research fund	This fund has the objectives of raising and applying funds for the purpose of enabling research to advance the art, science and practice of structural engineering.
Prize funds	These funds were raised for specific educational prizes.
EEFIT fund	This fund is used to support the activities of the Earthquake Engineering Field Investigation Team.
Centenary fund	This fund was established in 2004 to provide for certain events and activities to celebrate the centenary of the Institution.
CROSS fund	This fund is used to finance the scheme of Confidential Reporting on Structural Safety.

16. Movement in designated funds

	31-Dec-09	Income	Transfers	Expenditure	31-Dec-10
	£	£	£	£	£
Designated funds					
Premises fund	840,840	72,800	-	-	913,640
Prize funds	9,493	43	-	-	9,536
Employee pensions fund	155,240	701	118,000	-	273,941
Redecoration fund	75,000	-	-	-	75,000
Model Analysis Fund	-	181	-	(181)	-
	<u>1,080,573</u>	<u>73,725</u>	<u>118,000</u>	<u>(181)</u>	<u>1,272,117</u>

During the year, £118,000 was transferred to the Employee pension fund.

Funds are designated for the following purposes:

Name	Purpose	Period to be used
Premises fund	Established in 1996, this fund is for the purpose of making long term provision for the expiry of the lease of the premises of the Institution (which will occur in 2037).	When required
Prize funds	Donated funds to provide educational and examination prizes.	Permanent
Employee pension fund	This fund was designated in 2001 to recognise the potential liability of the Institution to the closed final salary	When required

pension scheme.

Redecoration fund

This fund was established in 2006 in recognition of the periodic external decoration in accordance of the terms of the lease.

4 Years

17. Analysis of assets and liabilities between funds

	Unrestricted Funds	Restricted Funds	Permanent Endowment Funds	Total 2010
	£	£	£	£
Tangible fixed assets	1,044,994	-	-	1,044,994
Current assets	3,225,485	182,891	54,875	3,463,251
Current liabilities	(1,478,649)	-	-	(1,478,649)
Pension scheme deficit	(274,000)	-	-	(274,000)
Total net assets	2,517,830	182,891	54,875	2,755,596

18. Taxation

As a registered charity the Institution is exempt from taxation of income and gains falling within Section 505 Taxes Act 1988 or Section 256 Taxation of Chargeable Gains Act 1992 to the extent these are applied to its charitable objects. No tax charge has arisen during the year. No tax charge has arisen in either of its subsidiaries since they gift aid all taxable profits to the Institution.

19. Operating lease commitments

At the year end the group and the Charity had annual commitments under non-cancellable operating leases of £7,504 relating to equipment. (2009: £7,504).

20. Pension schemes

Final salary pension scheme

The Institution contributes to the Institution of Structural Engineers (1973) Pension and Life Assurance Scheme at rates set by the Scheme Actuary and advised to the Trustees by the Scheme Administrator. In accordance with FRS17 the scheme is accounted for as a defined benefit scheme. This scheme is accounted for under FRS17, with the annually calculated notional surplus or deficit on the funding on the scheme shown in the accounts as a designated fund entitled "Pension Reserve" which is deducted from unrestricted funds in the balance sheet. The trustees believe that the scheme currently meets statutory minimum funding requirements. The contributions made by the employer over the financial year have been £240,000. The scheme is now paid up and the employer currently contributes £20,000 per month in order to make up the deficit disclosed at the Scheme's last triennial valuation. A full actuarial valuation of the scheme was carried out as at 1 January 2008, The Institution has agreed to continue the contributions of £20,000 per month payable from January 2009 until 31 December 2010 (inclusive). The Trustees note that the notional deficit or surplus calculated under FRS17 can vary greatly from year to year depending on the assumptions made at the valuation date.

The assumptions which had the most significant effect on the results of the valuation are those relating to the return on investments and the discount rate used to derive the net present value of the scheme liabilities. The assets of the scheme have been included within this year's accounts at open market value as at the year end and the liabilities have been calculated using the following actuarial assumptions.

	31 December 2010 % per annum	31 December 2009 % per annum	31 December 2008 % per annum
Inflation	3.5	3.7	2.7
Rate of discount	5.4	5.7	6.7
Allowance for pension in payment increases of RPI or 5% p.a. if less with a minimum of 3% p.a.	3.5	3.7	3.0
Allowance for revaluation of deferred pensions of RPI or 5% p.a. if less with a minimum of 3% p.a.	3.5	3.7	3.0
Allowance for commutation of pension for cash at retirement	Nil	Nil	Nil

The mortality assumptions adopted at 31 December 2010 are 110% of the standard tables PNxA00 with Year of Birth improvements in accordance with the Long Cohort improvement tables with a 1% improvement underpin for males and females. These imply the following life expectancies:

	2010 Years	2009 Years
Male retiring at age 65 in 2010	23.1	22.0
Female retiring at age 65 in 2010	25.6	24.9
Male retiring at age 65 in 2030	25.1	23.1
Female retiring at age 65 in 2030	27.5	25.9

Present values of scheme liabilities, fair value of assets and deficit:

	2010 £'000s	2009 £'000s	2008 £'000s	2007 £'000s	2006 £'000s
Fair value of scheme assets	4,735	4,254	3,800	4,104	3,787
Present value of scheme liabilities	5,009	4,664	3,680	3,797	4,294
Surplus / (Deficit) in scheme	(274)	(410)	120	307	(507)
Experience adjustment on scheme assets	169	234	(681)	(6)	63
Experience adjustment on scheme liabilities	21	(100)	(92)	(30)	26

Reconciliation of opening and closing balances of the present value of the scheme liabilities:

	Year Ending 31 December 2010 £'000s	Year Ending 31 December 2009 £'000s
Scheme liabilities at start of period	4,664	3,680
Current service cost	-	-
Interest cost	259	238
Contributions by scheme participants	-	-
Actuarial losses (gains)	289	1,025
Benefits paid, death in service insurance premiums	(203)	(279)
Past service costs	-	-
Liabilities assumed in a business combination	-	-
Losses (gains) on curtailments	-	-
Liabilities extinguished on settlements	-	-
Scheme liabilities at end of period	5,009	4,664

Reconciliation of opening and closing balances of the fair value of scheme assets:

	Year Ending 31 December 2010 £'000s	Year Ending 31 December 2009 £'000s
Fair value of scheme assets at start of period	4,254	3,800
Expected return on scheme assets	275	259
Actuarial gains (losses)	169	234
Contributions by employer	240	240
Contributions by scheme participants	-	-
Benefits paid, death in service insurance premiums	(203)	(279)
Assets acquired in a business combination	-	-
Assets distributed on settlements	-	-
Fair value of scheme assets at end of year	<u>4,735</u>	<u>4,254</u>

The actual return on the scheme assets over the period ending 31 December 2010 was £ (444,000).

Total expense recognised in the statement of financial activities:

	Year Ending 31 December 2010 £'000s	Year Ending 31 December 2009 £'000s
Current service cost	-	-
Interest cost	259	238
Expected return on scheme assets	(275)	(259)
Past service cost	-	-
Losses (gains) on curtailments	-	-
Losses (gains) on settlements	-	-
Total expense recognised in the statement of financial activities	(16)	(21)

Statement of total recognised gains and losses:

	Year Ending 31 December 2010 £'000s	Year Ending 31 December 2009 £'000s
Difference between expected and actual return of scheme assets:		
Amount gain (loss)	169	234
Experience gains and losses arising on the scheme liabilities:		
Amount (loss)/gain	21	(100)
Effects of changes in the demographic and financial assumptions underlying the present value of the scheme liabilities:		
Amount (loss)/gain	(310)	(925)
Total actuarial gains and losses (before restriction due to some of the surplus not being recognisable)		
Amount (loss)	(120)	(791)
Effect of limit on amount of surplus recognised due to some of the surplus not being recognisable		
Amount gain	-	120
Total amount recognised in statement of total recognised gains and losses:		
Amount (loss)	<u>(120)</u>	<u>(671)</u>

Assets:

	Year Ending 31 December 2010 £'000s	Year Ending 31 December 2009 £'000s	Year Ending 31 December 2008 £'000s
Equities	1,984	2,196	1,833
Bonds	2,724	2,032	1,951
Cash	27	26	16
Total assets	4,735	4,254	3,800

The expected long term rates of return applicable at the start of each period are as follows:

	Year Ending 31 December 2010 % per annum	Year Ending 31 December 2009 % per annum
Equities	7.50	7.00
Bonds	5.40	6.70
Cash	0.50	2.00
Overall for scheme	6.45	6.82

Analysis of the sensitivity to the principal assumption of the value of the scheme liabilities:

Assumption	Change in assumption	Approximate impact on scheme liabilities
Discount rate	Increase/decrease by 0.5% p.a.	Decrease/increase by 9%
Rate of inflation	Increase/decrease by 0.5% p.a.	Increase/decrease by 4.6%
Rate of salary growth	Increase/decrease by 0.5% p.a.	Not Applicable
Rate of mortality	1 year increase in life expectancy	Increase by 2%

Amounts for the current and previous four years

	2010 £'000s	2009 £'000s	2008 £'000s	2007 £'000s	2006 £'000s
Fair value of scheme assets	4,735	4,254	3,800	4,104	3,787
Defined benefit obligation	5,009	4,664	3,680	3,797	4,294
Deficit/Surplus in scheme	(274)	(410)	120	307	(507)

History of experience gains and losses

	2010 £'000s	2009 £'000s	2008 £'000s	2007 £'000s	2006 £'000s
Experience gains/(losses) on scheme assets	169	234	(681)	(6)	63
Experience gains/(losses) on scheme liabilities	21	(100)	(92)	(30)	26

The best estimate of contributions to be paid by the Institution to the scheme for the period beginning after 31 December 2010 is £0.

APPENDIX B

SUMMARY OF ACTIVITIES

Executive Board - Number of meetings: 5

The Executive Board is responsible for the Institution's management and administration. The board of trustees is appointed/elected by the Council (in addition to the President who chairs the board *ex officio*). In addition to the major and strategic matters summarised in the trustees' report (pages 9-10), the following activities were undertaken during the year:

- revised the Regulations;
- monitored the Institution's financial situation;
- received regular reports from the Membership and Engineering Practice committees; the Resources and Communications Panels; and Structural Engineers Registration Ltd;
- considered nominations for direct admission to Fellowship under the Eminent Persons' Route; and
- received reports on relationships with other organisations (e.g. ICE, CIC, ETB and HKIE)

Papers Awards Judging Panel – Number of meetings: 1

The Structural Engineer Awards

OSCAR FABER AWARD (for papers presented for discussion at Ordinary Meetings/colloquia of the Institution during the session):

Medal: No award
Diploma: No award

HENRY ADAMS AWARD (for papers deemed to relate to structural engineering research and/or development published during the session in The Structural Engineer)

Medal: No award
Diplomas: Dr A Fraser (M) and Dr A E Jones (G) for the paper 'Effectiveness of punching shear reinforcement to EN 1992-1-1:2004' published in The Structural Engineer, 19 May 2009, and Professor P Foraboschi for the paper 'Laminated glass columns' published in The Structural Engineer, 15 September 2009.

MURRAY BUXTON AWARD (for papers of general interest published in The Structural Engineer during the session)

Medal: T Cosgrove (F), M Quilligan, B Whelan and C Murphy for the paper 'Redevelopment of Thomond Park, Limerick' published in The Structural Engineer, 21 April 2009.
Diploma: No award

GUTHRIE BROWN AWARD (for papers published in The Structural Engineer written by a member or members under 40 years of age, whether presented at Ordinary Meetings/colloquia or not)

To: D McGlade (G) for the paper 'Carrick-a-Rede Rope Bridge' published in The Structural Engineer, 21 July 2009.

DERRINGTON CONSTRUCTION AWARD (for papers deemed to refer to construction and/or health and safety, published in The Structural Engineer during the session)

Medal: G Harding OBE (F) and J Carpenter (F) for the paper 'Disproportionate collapse of 'Class 3' buildings: the use of risk assessment' published in The Structural Engineer, 4 August 2009.
Diploma: No award.

HUSBAND PRIZE (for papers of merit related to bridges, published in The Structural Engineer during the session)

To: J Luiz Miotto, C Calil Junior, A Alves Dias for the paper 'Log-concrete composite bridge decks in Brazil: requirements and applications' published in The Structural Engineer, 20 January 2009.

KENNETH SEVERN AWARD (for papers, written by an author(s) who is 28 years of age or under at the start of the session on a topic chosen by the President, to be subsequently published in The Structural Engineer)

Awarded to: C Thirion for a paper on The Structural Engineer's role in beating Professor Beddington's Perfect Storm prescriptions. J Bailey and M Smales were commended for their papers on the same topic.

SIR ARNOLD WATERS MEDAL (for the best paper presented by a member or members at a Branch meeting during the session)

To: R M Taylor (M) for the paper 'On the rack: Structural failure of pallet racking systems' presented at a meeting of the Northern Counties Branch.

CLANCY PRIZE (for merit to the author(s) of a paper published in The Structural Engineer, by a member (of any grade) of the Institution, which advances the understanding and practice of the whole life management of structures)

To: Philip Little (G), M Hough (M) and E Mullarkey for the paper 'Stone cantilever stairs - inspection and analysis of cantilever stairs' published in The Structural Engineer, 21 April 2009.

Branch Prizes 2009

Congratulations are offered to the following who have received prizes during the 2009 session from branch committees for papers presented at branch meetings:

S Barrett (M) for the paper 'Disproportionate collapse rules' presented at a meeting of the Bedfordshire and Adjoining Counties Branch

T Ji (F) for the paper 'How and why to study Structural Concepts' presented at a meeting of the Lancashire and Cheshire Branch

R S Thorniley-Walker (F) for the paper 'Repairing major fire damage to Grade I St Michaels' Church, Newburn', and R M Taylor (M) for the paper 'On the rack – structural failure of pallet racking systems' both presented at meetings of the Northern Counties Branch

J Sutherland for the paper 'Sustainable Development' presented at a meeting of the Surrey Branch

Structural Awards Judging Panel – Number of meetings: 1

The Structural Awards 2010 attracted just short of 100 entries, and we were pleased to welcome almost 350 guests from all over the world to the awards ceremony and dinner held at the The Marriott Hotel, Grosvenor Square on 5 November 2010.

Again, it was a challenging year for sponsorship despite doing more than ever to secure this in the form of DVD's, improved collateral and contacting more potential sponsors. We did however, gain sponsorship from Griffiths and Armour, Beale and Co, Peikko and The Structural Engineer.

Awards were presented as follows:

- i. Heritage Award for Buildings was won by Holmes Consulting Group for Supreme Court of New Zealand (Wellington, New Zealand)
- ii. Award for Pedestrian Bridges (Sponsored by The Structural Engineer) was won by Price and Myers for Meads Reach Bridge (Bristol, UK), with a commendation awarded to Gifford for Forthside Bridge (Stirling, Scotland)
- iii. Award for Transportation Structures was won by Arup for The Stonecutters Bridge (Hong Kong), with a commendation awarded to Atkins for Dubai Metro - Red Line (Dubai, UAE)
- iv. Award for Commercial or Retail Structures was won by Skidmore, Owings and Merrill for Burj Khalifa (Dubai, UAE) with a commendation awarded to Eckersley O Callaghan Structural Design for Apple Store Upper West Side (New York, USA).
- v. Award for Education or Healthcare Structures was won by Beca for NZi3 Innovation Institute Building (Canterbury, New Zealand), with a commendation awarded to Alan Baxter & Associates for The London Clinic – New Cancer Centre

- vi. Award for Community or Residential Structures – Two commendations were awarded. The first to Martin Stockley Associates for Chips (Manchester, UK), the second to Alan Baxter and Associates for Hull History Centre (Hull, UK).
- vii. Award for Arts or Entertainment Structures (sponsored by Griffiths & Armour) was won by Buro Happold for John Hope Gateway (Edinburgh, Scotland)
- viii. Award for Sports or Leisure Structures (sponsored by Beale and Company) was won by Arup for Melbourne Rectangular Stadium (Melbourne, Australia)
- ix. The David Alsop Sustainability Award – Two commendations were awarded. The first to Aecom for Forth Road Bridge Main Cable Project (South Queensferry, Scotland), the second to Gifford for Queen Elizabeth 11 Court (Winchester, UK).
- x. Award for Small Projects was won by Arup for Serpentine Gallery Summer Pavilion 2009 (London, UK).
- xi. Supreme Award for Structural Engineering Excellence was won by Arup for The Stonecutters Bridge (Hong Kong)

Council – Number of meetings: 6 (2 of which were conducted by electronic means)

Council received reports on the official duties of the President and from the Chief Executive on operational matters including the plans for 2011.

Major topics debated by the Council included:

- Implementation of mandatory reporting of CPD
- The International and Membership strategies
- The future role for Structural Engineers

International Interest Group – Number of meetings: 3

The International Interest Group, established in 2009, continued to meet in 2010. This group was established as a forum for non-UK based and other interested Council members to meet informally to assist the Institution in further developing the Institution's international profile. Three meetings are held each year, immediately prior to Council meetings. In 2010 the Group discussed a number of issues including how to increase recognition of the Institution and its value, how to improve links globally, how to provide better services and value for non-UK members and how to expand the membership internationally.

Branch Representatives Group – Number of meetings: 2

A Branch Representatives Group was formed in 2010 to mirror the activities of the International Interest Group, in that it provides an opportunity for Branch Chairmen or their representatives to meet informally prior to Council meetings. This networking opportunity allows branches to share best practice and discuss ways in which other Institution initiatives may be developed. During 2010 the Group discussed communication with HQ and between branches/divisions, support from HQ, IPD/CPD course provision including webinars and branch funding.

Resources Panel – Number of meetings: 3

The following matters were addressed by the panel:

- Forecasts monitored and approved
- Cash flow forecast monitored and approved
- Annual subscription and fees recommended to the Executive Board
- Risk assessment overseen
- Staff matters considered
- Condition of the Institution's premises kept under review
- Considered and agreed Investments
- Death in Service Policy reviewed
- Agreed to Defined Benefit Pension funding
- Online bookshop and new website reviewed
- Policy on reviewing auditors at fixed time intervals agreed

Membership Committee – Number of meetings: 4

The committee continued to oversee the work of the Academic Qualifications Panel, Applications & Professional Review Panel, Education Panel, Examinations Panel, Professional Development Panel, Young Members' Panel, and Joint Board of Moderators. Additionally the committee supported the establishment of an Education Project Steering Group to focus on the educational requirements of individuals entering the profession and the provision of tools/material to assist lecturers in the delivery of structural engineering modules.

The following activities were undertaken during the year:

- approval of elections, transfers and re-admissions;
- development and implementation of the Institution Strategy and Business Plan in relation to membership activities;
- a comprehensive review of membership statistics and trends;
- supporting the Education Panel and Education Project Steering Committee in implementing the Institution's Education Policy;
- approval of Joint Board of Moderators (JBM) recommendations pertaining to the accreditation of degree courses and programmes of Further Learning;
- offering guidance on curricula development;
- development of SLO system and production of careers brochure;
- development of webinar on routes to membership
- ongoing branch/division presentations on routes to membership and support for IPD scheme
- establishment of a Peer Review Task Group to review routes to membership for mature entrants;
- implementation and expansion of the examination feedback system;
- development of the scheme to introduce the mandatory reporting of CPD;
- review of the membership fees for 2011;
- internal audit; and
- liaison with the Engineering Council with regards to the Institution's licences and registration matters.

Academic Qualifications Panel – Number of meetings: 4

The Academic Qualifications Panel considers applications for Chartered Membership, Associate-Membership and Technician Membership from individuals who do not have the necessary exemplifying academic qualifications. The panel assesses candidates' academic qualifications and recommends whether the qualifications meet the requirements for membership or whether further qualifications/learning is required. The panel also reviews applications through the Technical Report Route which is designed for candidates who wish to demonstrate their technical knowledge through experiential learning rather than a formal academic qualification. The panel also maintains close links with the corresponding ICE panel.

During 2010 the panel considered 175 Institution applications under the Individual Case Procedure.

During 2010, 57 candidates submitted Technical Report Route (TRR) synopses, of which 42 were approved. 39 candidates submitted a full Technical Report with 28 of the reports being approved. In addition, 23 Technical Report Route Interviews were undertaken with 21 candidates being deemed academically eligible to proceed to Chartered membership

Applications & Professional Review Panel – Number of meetings: 4

The panel continued to consider applications for all classes of membership. During 2010 the Panel made recommendations to the Membership Committee that the candidates below be approved for election:

- | | | |
|------------------------|---|------|
| • Students (all types) | - | 3086 |
| • Graduates | - | 569 |
| • Technicians | - | 15 |
| • Associate-Members | - | 24 |
| • Associate | - | 0 |
| • Members | - | 271 |
| • Fellows (inc Direct) | - | 22 |
| • Companion | - | 0 |

The panel also considered all requests for resignation and reinstatement (not included in figures above), and reported with regret, the deaths of a number of members.

The panel reviewed applications through other routes including the Research and Development Route and Mutual Recognition Route.

The panel discussed a number of other issues, including:

- development of PRI Annual Report for 2009
- development of the IPD Final Report Form Examples
- development of Reviewers' Experience Record
- development of Reviewers' Register
- development of Mentors' Guidance Pack
- development of Mentor's Experience Record
- development of Mentors' Register
- introduction of Technician Membership deadline

Table 1 – 2010 Branch and division membership

As at 31 December 2009	Branches (18), Divisions (8), Group (1)	As at 31 December 2010
466 (44)	Australian Division	550 (40)
473 (38)	Bed & Adjoining Counties Branch	457 (35)
153 (11)	British Columbia Division	145 (11)
93 (9)	Canada (Ontario) Division	88 (8)
152 (13)	Caribbean Division	135 (11)
485 (51)	Devon & Cornwall Branch	569 (47)
320 (34)	East Anglia Branch	306 (33)
664 (64)	East Midlands Branch	629 (60)
2665 (119)	Hong Kong Division	2703 (116)
1929 (162)	Lancashire & Cheshire Branch	1948 (152)
159 (11)	Malaysia Division	410 (11)
998 (104)	Midland Counties Branch	947 (103)
105 (7)	New Zealand Division	95 (6)
2013 (184)	North Thames Branch	1965 (181)
683 (47)	Northern Counties Branch	771 (43)
398 (40)	Northern Ireland Branch	393 (38)
768 (19)	People's Republic of China Group	712 (19)
629 (28)	Republic of Ireland Branch	608 (24)
1556 (125)	Scottish Branch	1639 (119)
352 (27)	Singapore Division	340 (26)
304 (30)	South Africa Division	276 (26)
1789 (205)	South Eastern Counties Branch	1735 (190)
969 (146)	Southern Branch	979 (132)
853 (138)	Surrey Branch	832 (126)
903 (118)	Thames Valley Branch	883 (111)
247 (11)	United Arab Emirates	238 (14)
798 (69)	Wales Branch	888 (65)
888 (92)	Western Counties Branch	912 (87)
1410 (93)	Yorkshire Branch	1410 (88)
Note: The number of Fellows in each branch/division/group is shown in brackets		

Table 2A - Institution membership 2009-2010

Grade	Membership as at 31/12/09	Additions	Deductions	Membership as at 31/12/10
Fellows	2205	24	161	2068
members	11183	301	530	10954
Associate	159	0	5	154
Total Chartered Membership	13547	325	696	13176
Honorary Fellows	34	0	0	34
Companions	2	0	0	2
Associate-Member	1250	29	51	1228
Technician	70	15	4	81
Graduate	4478	570	781	4267
Student	5173	3238	2004	6407
Total Non-Chartered Membership	11007	3852	2840	12019
Grand Total Membership	24554	4177	3536	25195

Table 2B – Total rest of the world Institution membership 2010 (excludes branches, divisions and groups)

ROW (Excluding Division & Groups) as at 31/12/10	
Grade	Grade Count
Fellow	146
Member	559
Associate	8
Associate-Member	19
Graduate	308
Student	557
Total	1597

Table 2C – Total

As at 31 December	Chartered	Non-chartered	Total
1990	11 771	8 694	20 465
1991	12 008	9 512	21 520
1992	12 270	10 340	22 610
1993	12 581	10 911	23 492
1994	12 704	10 945	23 649
1995	12 827	10 720	23 547
1996	12 798	9 767	22 565
1997	12 843	9 709	22 552
1998	12 914	9 244	22 158
1999	13 003	8 732	21 735
2000	13 191	8 471	21 662
2001	13 368	7 600	20 968
2002	13 367	7 340	20 707
2003	13 533	7 434	20 967
2004	13 593	7 721	21 273
2005	13 594	8 076	21 670
2006	13 644	8 286	21 930
2007	13 582	8 939	22 521
2008	13 655	10 322	23 977
2009	13 547	11 007	24 554
2010	13 174	12 020	25 194

Education Panel – Number of meetings: 4

The panel was established in September 2009 and is responsible for developing, implementing and pushing forward education matters within the Institution. The panel is committed to raising the standards and improving the outcomes of education at all levels to encourage the development of structural engineers entering the profession as well as a broader public appreciation of the art and science of structural engineering.

The following activities were undertaken during the year:

- developed the Institution's education policy.
- through the annual academics conference, developed strategies to better engage academia and the industry with the Institution and to improve the teaching of structural engineering at tertiary level.
- begun to work with the newly formed Education Project Steering Committee to implement and deliver proposals put forward in the *Transforming Undergraduate Structural Engineering Education in the 21st Century* project.
- drafted a paper entitled 'What Does Good Look Like' which makes clear the Institution belief on the qualities and capabilities of a good graduate entering the profession.
- worked with the Joint Board of Moderators (JBM) so as to influence and improve matters pertaining to (structural) engineering degrees.
- forged closer relationships with Education for Engineering (E4E) and Royal Engineering Academy (RAEng) to ensure the Institution's voice is heard on matters pertaining to the education of structural engineering at pre-university level.

In 2011 the panel aims to further develop the Institution's education policy and deliver actions arising from the annual academic conferences and the work of the Education Project Steering Committee.

Examinations Panel – Number of meetings: 4

The Examinations Panel reports to the Membership Committee on all matters pertaining to the Institution's professional examinations. The Examination Advisers are also involved in the trial marking meetings held in May and the results meetings held in July. Main areas of work included:

- continuing to review the format and content of the examinations and monitoring changes in structural engineering practice which must be reflected in the examinations;
- maintaining and improving its quality assurance procedures for administering the examinations and review and updating examination regulations;
- appointing, briefing and giving guidance to chief examiners and marking examiners, especially at the trial marking meetings. Guidance is also given when asked for, to other committees and branches;
- overseeing the marking of examination scripts from year to year;
- moderating the examination scripts and awards examination prizes;
- publishing the examination results to candidates and the membership at large, giving feedback to candidates who fail the CM and AM examinations.
- producing personal feedback to those candidate who fail the examinations.
- advising the Membership Committee and Executive Board on the comparability of international structural engineering examinations

The April 2010 CM examination was held worldwide on 9th April at over fifty examination centres including London Headquarters and two Hong Kong centres that cater for approximately 33% of all candidates. The panel continues to review the nature and appropriateness of its examinations and are currently reporting to the Membership Committee on issues such as a Chartered membership specialist question route.

Examination statistics 2010

A total of 806 candidates attempted the CM examination, of whom 266 were successful, producing a pass-rate of 33.0%, a slight decrease of 2.5% in comparison to the previous year.

A total of 33 candidates attempted the Associate-Membership examination, of whom 23 passed, achieving a pass-rate of 69.7%, an increase of 8.7% in comparison to the previous year.

The tables below show the performance statistics for the CM and AM examinations. The AM Oral route* was discontinued in 2005.

Table 3 – Candidates & pass-rates, Chartered Membership examination 1990-2010

Year	No. of candidates	No. Passed	(%) Pass
1990	1004	405	40.3
1991	1110	436	39.3
1992	1065	407	38.2
1993	942	426	45.2
1994	813	307	37.7
1995	818	340	41.6
1996	763	271	35.5
1997	746	268	35.9
1998	779	290	37.2
1999	807	321	39.8
2000	849	355	41.8
2001	979	375	38.3
2002	913	243	26.6
2003	1,015	364	35.9
2004	855	297	34.7
2005	775	267	34.5
2006	755	265	35.1
2007	691	258	37.3
2008	706	259	36.7
2009	753	267	35.5
2010	806	266	33.0

Table 4A – Candidates & pass-rates, Associate-Membership written examination 1994-2010

Year	No. of candidates	No. Passed	(%) Pass
1994	50	31	62.0
1995	50	31	78.0
1996	49	34	69.4
1997	51	35	68.6
1998	42	23	54.8
1999	45	32	71.1
2000	39	25	64.1
2001	33	21	63.6
2002	30	14	46.6
2003	26	20	76.9
2004	16	12	75.0
2005	13	6	46.1
2006	22	14	63.6
2007	20	14	70.0
2008	26	18	69.2
2009	33	20	61
2010	33	23	69.7

Table 4B – Candidates & pass-rates, Associate-Membership oral examination 1990-2005*

Year	No. of candidates	No. Pass	(% Pass)
1990	7	7	100
1991	0	0	-
1992	2	1	50
1993	4	3	75
1994	2	2	100
1995	0	0	-
1996	1	1	100
1997	1	1	100
1998	5	5	100
1999	1	1	100
2000	1	1	100
2001	0	0	-
2002	0	0	-
2003	0	0	-
2004	3	3	100
2005	2	2	100
Exam discontinued			

Professional Development Panel – Number of meetings: 3

The panel is responsible for developing, implementing and promoting the Institution's Continuing Professional Development (CPD) policy. The work of this panel included:

- the despatch of reminder emails and letters in May 2010 (for 2009 CPD returns);
- the review of all 2009 returns;
- continued development of a mandatory CPD reporting scheme; and
- the development of CPD mutual recognition arrangements with selected professional bodies.

A total of 2900 Returns were submitted to HQ during 2010 for the 2009 CPD year.

Young Members' Panel - Number of Meetings: 3

The panel represents the views of younger members and has developed new initiatives to cater for this section of the membership. The predominant undertakings of the panel were:

- continuing the arrangement of visits to universities and colleges to promote student and graduate membership. The 2010 programme included visits to Manchester, Salford, Leeds, Sheffield and Bradford.

- continuing the arrangement of YM branch quizzes.
- developed links with SCOSS.
- considered improving the YMP webpage so as to aspire young people to consider structural engineering as a profession.
- participation in career events e.g. in September three members of the Panel organised a school visit to the Institution for 55 Gifted and Talented, year 7 and 8 students, from five schools in Waveney. The visit consisted of a presentation aimed at inspiring the students to think about the possibility of choosing a career in structural engineering by highlighting interesting and unusual projects the YMP had been/are involved in. The presentation was followed by a workshop in which small teams of students were given the task 'to build a viewing tower to overlook the Olympic site of London 2012'. In a race against the time, the teams planned and built their structure which was then tested to withstand the weight of a can of fizzy drink. Certificates were issued to winning teams under the categories of Most Effective Structure and best Best Architectural Solution.
- developing links with and supporting India with setting up young member panels/groups.

Joint Board of Moderators – Number of meetings: 4

The JBM and its three sub-committees (the Higher Level and Technician Qualifications Sub-Committee, the International Sub-Committee and the Further Learning Sub-Committee) continued to meet throughout 2010. Additionally a meeting of the JBM Audit Panel was organised in November 2010.

During its meetings in 2010 the Board considered recommendations pertaining to courses offered by 31 higher/further education establishments and four companies wishing to offer Employer-Managed Work-Based Learning schemes. Additionally the Board reviewed programmes produced by Edexcel and made five recommendations pertaining to courses meeting the educational base for Technician membership. The recommendations from the Board were reported to its parent institutions. The Board and its parent institutions took action in 2010 to improve the process of reporting recommendations to minimise delays in universities/companies being advised of the accreditation status of their programmes.

The Board continued to discuss the requirement for universities offering accredited degree courses to have a sufficient number of professionally qualified staff involved in the delivery of the programme. Additional meetings were held with universities in 2010 to explain the policy and address concerns raised by some universities.

The Board continued to develop further guidelines on technical work-based learning, technical/non-technical MSc programmes and foundation degrees all of which were uploaded to the JBM website. The Board also reviewed initiatives relating to "Engineers for Low Carbon" and plans to introduce a logo and standard wording to highlight accredited courses, the different levels of accreditation and subsequent progression to the profession.

The Board held training days for board members, university staff and company training officers and in 2010 held a meeting with the chairmen of other accreditation bodies. A meeting of the presidents of the four parent institutions was held in addition to meetings of the senior staff.

The Board liaised with the Engineering Council through the Engineering Accreditation Board (EAB) and met with representatives of the Royal Academy of Engineering to discuss the role of the JBM in promoting excellence.

Engineering Practice Committee – Number of meetings: 3

Engineering Practice oversees the work of the Health and Safety, Research, Sustainable Construction and Technical Publications Panel. The committee informs issues of a technical nature being consider by the Trustees of the Institution.

The Committee continued to support the activity of the Institution's Study and Advisory Groups, promoting the most effective use of available resources and member's time. To this end the committee oversaw:

- The merger of four Study Groups into two
- Continued to consider the potential use of technical notes produced by Branches.
- Considered the benefit of taking work produced by the Management of Structures Study Group and producing this as an Institution Report.

The committee provided direction on:

- The need for published guidance to Approved Document A of the Building Regulations robustness Risk Class 3
- The merger of SCOSS and CROSS and the desire for greater visibility of the former.
- The HSE Designer Engagement Scheme promoted by the Health and Safety Panel

The committee considered and made recommendations on the:

- The potential for the Institution to become a signatory to the 'WRAP' Sector Body Commitment
- A potential sustainability policy for the Institution

Health & Safety Panel – Number of meetings: 2

The panel continues to support the designer engagement initiative, which is aimed at giving HSE inspectors opportunity to have experience of structural engineers roles and functions directly by spending at least one working day in design offices.

The panel has contributed to the review of the CSCS Professionally Qualified Persons Card scheme from the perspective of the relationship of the various cards to the Institution's membership grades. A member of the panel has been appointed to the position of a Director of CSCS Ltd.

The Panel was very active in promoting and formally commenting on the public consultation by the HSE in to the effectiveness of CDM2007 conducted through the interface of a CONIAC working group.

Research Panel – Number of meetings: 3

During 2010, the panel:

- Provided seven awards of £500 each to individual undergraduates for short projects under the Undergraduate Research Grant Scheme.
- Provided five grants of £500 each to individual MSc students under the MSc Research Grant Scheme.
- Developed a new grant scheme titled the Institution of Structural Engineers Research Award, to fund the development of innovative new research areas in Structural Engineering or enable additional aspects of ongoing research that would be of benefit to the Institution's membership and have maximum impact on the industry. Applications will be invited in 2011 from those in industry and academia, for two grants of £5000.
- Held a successful twelfth Young Researchers' Conference for PhD students.
- Delivered five Research Update articles for publication in the Institution's journal The Structural Engineer.
- Developed plans for a research study on sustainability rating systems. The principal aim of this research is to propose improvements to existing building sustainability rating systems to include the contribution building structure makes to climate change and to develop vehicles to drive forward the contribution of structural engineers can make to sustainable construction. This project will be funded from the Research Fund.

Sustainable Construction Panel – Number of meetings : 4

During 2010, the panel:

- Developed a proposed policy on sustainable development relating to the Institution's activities and the work of its members.
- Considered opportunities to increase the knowledge of aspects of sustainability which prospective Chartered Members will be required to have.
- Produced ten sustainability briefings for publication in the Institution's journal the Structural Engineer
- Responded to a number of consultation documents:
 - Communities and Local Government, Zero Carbon for New Non-domestic Buildings: Consultation on Policy Options
 - Interim findings of HM Government's Innovation & Growth Team report on Low Carbon Construction
 - Communities and Local Government, Planning Policy Statement: Planning for a Low Carbon Future in a Changing Climate.

Technical Publications Panel – Number of meetings: 5

Five reports were published during 2010:

- *Manual for the design of building structures to Eurocode 1 and Basis of Structural Design*
- *Manual for the seismic design of steel and concrete buildings to Eurocode 8 (bilingual edition in English and French)*
- *Manual for the design of steelwork building structures to Eurocode 3*
- *Appraisal of existing structures (3rd edition)*
- *Practical guide to structural robustness and disproportionate collapse in buildings.*

Initial sales have been good.

The Institution's publications have been rebranded and the above and subsequent publications have a different look to those published up to 2009.

Task groups are working on reports on:

- *Building for a sustainable future (2nd edition);*
- *Design of car parks (4th edition);*
- *The design of buildings, bridges and other structures – the structural engineer's role*
- *Structural design – achieving excellence*
- *Risk in structural engineering;* and
- *Manual for the geotechnical design of structures to Eurocode 7.*

The panel has approved drafts of three of the above for publication subject to various comments received in the review process being satisfactorily addressed. Publication of all three is scheduled for 2011.

Technical Study Groups

There are now eight study groups on the following topics:

- Bridges (Convenor: Dr Bill Harvey (F));
- Facade engineering and the structural use of glass (Convenor: Dr Mauro Overend (M))
- Fire engineering (Convenor: Michael Green (M));
- History of structural engineering (Convenor: Lawrence Hurst (F));
- Management of structures (Convenor: Alan Gilbertson (F));
- Nuclear Standards (Convenor: Chris Bolton (F));
- Stadia and other crowd-excited structures (Convenor: Michael Otlet (F)); and
- Structural analysis and design education (Convenor: Prof Ian May (F));

Model and Full Scale Testing Award

The award encourages entries from final year undergraduate and first year postgraduate students who use analysis of physical models as part of, if not the main focus of their project.

As well as the normal circulation of an email to academics the award was advertised by and as an item in *The Structural Engineer* and a poster was sent to the academics to publicise the award. The number of entries in 2010 was nine – the same as the year before. The judging panel this year consisted of Mr Brian Cole (Buro Happold), Mr Alan Gilbertson (Alan Gilbertson Consulting Limited) and Mr Alan Jones (SKM Consulting).

The first prize of £300 was awarded to Ralph Pelly from the University of Bath for his paper *Plastic limit analysis of earthbag structures.*

Commendations and £50 prizes were also awarded to:

- Tom Goss from University of Bath for his paper *Physical modelling of timber grid shells*
- Edward Kwong from University of Cambridge for his paper *World's longest rope bridge*
- Kirsty McKane from University of Cambridge for her paper *Shear performance of concrete shear walls*
- Angus Potter from University of Strathclyde for his paper *Cold-formed steel top hat purlins: A comparison between full-scale test results and the direct strength method*

Details of the results of the 2010 award have been published in *The Structural Engineer*.

Standing Committee on Implementation of Eurocodes – Number of meetings: 1

The Standing Committee on Implementation of Eurocodes was formed in 2005 to fulfil the role of overseeing and advising on the process of implementation in the UK. The membership of the Standing Committee brings together representatives from the various material sectors, those practising in large and small firms, academia and building control as well as representatives of BSI and the Department for Communities & Local Government. The Standing Committee seeks to capture the needs of the profession and the wider industry and liaise with the relevant organisations to help ensure that the resources available within the UK are effectively deployed.

During 2010 the Standing Committee:

- Pursued a dialogue with the Office of Government Commerce, to clarify the interpretation of the Public Contracts Regulations.
- Pursued a dialogue with and challenged the decision by the Department for Communities and Local Government not to amend the Approved Document A of the Building Regulations for England and Wales not to reference the Eurocodes and the withdrawal of the conflicting British standards
- Committed on issues arising from the withdrawal of the conflicting British Standards

With most of the Institution's manuals having been published and each of the material sectors having produced substantial amounts of helpful material for the industry together with a general recognition that change needed to happen at both individual and company level, it was felt in September that there was only limited scope for further productive activity by the Standing Committee. Consequently the Standing Committee was stood down and its remaining business was transferred to the Institution's Engineering Practice Committee.

Communications Panel – Number of meetings: 2

The Communications Panel is the parent committee to the Journal Editorial Board.

Work throughout 2010 focused on the implementation of the business plan provisions, recognising the constraints imposed by the adverse economic climate, and comprised key activities such as ongoing implementation of the website reconstruction, the changed responsibility for production of publications, and the development (with considerable input from the Journal Editorial Board) of the way forward to introduce a monthly edition of the Journal, with potential quarterlies alongside.

This last topic, the launch of the Journal as a monthly and development of a plan to introduce potential quarterly titles, was envisaged as being from 01/01/2011. However, the announcement of Kathy Stansfield's retirement, with the inherent necessity to recruit a new member of staff, caused a re-think on the programme for the introduction of the change. Lee Baldwin was appointed Managing Editor in Q3/2010, and has been working to a revised timetable which has the launch set now as 01/01/2012.

Adobe Connect Pro has been firmly established as the software platform for delivery of online recordings of lectures and evening technical meetings, with almost 20 hours of material now available on the website by the end of 2010. Discussions have been held with New Paradigm Solutions leading to an agreement signed in Q4/2010 for the provision of online learning material, starting in 2011.

There have been several staff changes within the wider team during 2010, but these have served to strengthen the team with the influx of new staff and skills.

Journal Editorial Board – Number of meetings: 3

The Journal Editorial Board (JEB) is concerned with how the content of *The Structural Engineer* (published 22 times a year) reflects the needs of individual members and the Institution, and takes an overview of commercial opportunities. The JEB provides support to the editorial department by commenting on the published journal, assessing papers, suggesting possible material for publication and providing guidance regarding the suitability of submitted material where appropriate. A Journal Development Plan provides the basis for future development of content and commercial aspects (subscriptions, advertising, and online development).

Page turning software has been available via the Journal's area of the Institution website (www.thestructuralengineer.com) since July 2010. Any visitor (members/subscribers and non-members/subscribers) can browse the three most recent issues, free of charge, using this software. Viewing the journal online in this way allows the reader to view all advertising content in addition to the editorial

material. Back issues are available (in PDF format) free of charge to members/subscribers via the Journal archive. Non-members/subscribers are able to download individual articles on a pay-per-view basis. The online archive comprises every issue of the Journal from Volume 1, Issue 1 of the Concrete Institute (1909). The Journal's area of the Institution website also contains an 'Online Extras' section which hosts content not published in the Journal itself.

72 features were published in 2010, one less than in 2009. 28 papers were published in 2010 – an increase on the 22 published in 2009. Of these 17 were practical papers and 11 were research based papers. Two thirds of the papers published were submitted by UK based authors – representative of the Institution's current membership demographic.

22 issues were published in 2010 (August and December issues were combined). Issue size was similar to that in 2009 with alternating 32 page and 40 page issues. The December issue was 48 pages in length.

Editor of *The Structural Engineer* Kathy Stansfield, retired in June 2010 having worked on the Journal for 12 years. Deputy Editor Ian Farmer took on day-to-day responsibility as Acting Editor for a four month period until Lee Baldwin joined as Managing Editor in October 2010.

Lee is responsible for reviewing the format of *The Structural Engineer* and assessing the viability for launching other Institution-owned publications.

Professional Conduct Committee – Number of meetings: 5

The primary role of the committee is to investigate

- allegations relating to the professional conduct of a member either made by a complainant against a member or which otherwise come to the attention of the Institution
- any criminal conviction or bankruptcy of a member
- any false representation of a member that may come to the attention of the Institution
- any adverse finding by another organisation concerning the conduct of a member and
- any misrepresentation of membership of the Institution.

Following a decision taken by the committee to modify the disciplinary process, members of a Special Task Group started work in September 2008. After the contribution of significant time and effort over a 2-year period, the new procedures were successfully implemented on 1 September 2010.

The new procedures will run in parallel with the old Regulations for an anticipated 12 months, until the cases which were initiated under the old procedures (ie those commenced before 1 September) are concluded.

The work of the committee during the year included:

- the consideration of 29 allegations of professional misconduct, as summarized in table 1. (Under the old regulations a minor breach of the Institution's code of conduct is resolved by the member giving the Institution an undertaking not to repeat the misconduct; a major breach must be referred by the committee to the Disciplinary Board. Under the new Rules and Regulations, the PCC have the power to impose a wider range of sanctions and therefore it is envisaged that the number of cases requiring referral to the Disciplinary Board under the new procedures will decrease).
- the examination of 5 misrepresentations (relating to misuse of the Institution's titles and designatory letters and to incorrect claims to membership)
- participation in the Construction Industry Council independent Appeals Tribunal Management Board
- giving information and guidance on professional conduct matters to members and the clients of members and
- the issue of 43 licences for use by members of the Institution's logo.

Of those complaints concluded in 2010, all but three were resolved by the PCC. Where there had been a minor breach of the code, the committee found that members had;

- not acted with integrity and fairness
- failed to communicate in a timely manner
- failed to communicate appropriately with clients
- failed to obtain a prior written agreement to the terms of appointment
- failed to have regard to the public interest and safety
- failed to exercise appropriate skill and judgement

- failed to uphold the reputation of the profession

The cause of most complaints remains poor communication by the engineer resulting in a disparity between the client and engineer's understanding of contractual responsibilities. It was also evident that some Members who had received complaints against them, did not appear to consider the seriousness of the complaints nor the importance of responding to PCC correspondence in a timely manner. The Committee wishes to impress on Members that failure to respond to PCC requests could escalate the seriousness of the complaint.

Table 1 – Cases considered in 2010 by the Professional Conduct Committee

Allegations of professional misconduct						
Cases b/f from 2009	New cases	Total Cases*	Decision			Cases c/f to 2011
			No breach	Minor breach	Major breach	
9	20	29	5	5	3	12

* 4 Cases withdrawn by the Complainant or suspended by PCC

Misrepresentations				
Cases b/f from 2009	New cases	Total cases	Resolved	Cases c/f to 2011
2	3	5	5	0

The committee, which is constituted by 15 Members and a legal adviser, has a key role in upholding the Institution's standards as a professional body. It considers in detail each allegation of misconduct and each misrepresentation, and during the year, its workload has again been considerable. One of the benefits of the new disciplinary process is that it will streamline the work of the committee, who are all volunteers.

In arriving at its considered decisions of increasingly complex cases in 2010, the committee was ably advised on legal aspects by Ian Wright (M), Barrister of Law.

The new Rules and Regulations require the PCC to sit with a legal adviser. The Institution, in collaboration with members of the PCC, considered a number of applications and submissions for the role from qualified solicitors and barristers. After careful consideration, the Institution formally appointed Ian Wright (M), Barrister of Law, with effect from 1 January 2011.

Nominations Committee – Number of meetings: 3

The Nominations Committee recommends each year in respect of the following session one candidate for election by Council as President, candidates for nomination for election as Vice-President, ordinary members of Council and to the Executive Board. The Committee also recommends to Council the appointment of Past Presidents to serve on Council and co-options to Council.

The Committee decided that a Gold Medal be presented to William Frazier Baker; that Lewis Kent Awards be presented to Alan Robert Leslie Crossman, Professor James Jie Min Ding and Angus Morrison Cormie; that Service Awards be presented to Peter Burne Minett, James Darsie Parsons, Srikumar Ghosh, Richard Hammond Aitken and John Cecil McCormick; that a Keith Eaton International Award be presented to Anthony Charles Farrell; that a Lifetime Achievement Award be presented to Colin Davies. The majority of these awards were presented at a luncheon on 2 June 2010. The Gold Medal and certificate was presented on 13 May 2010 and the Keith Eaton International Award certificate was presented at a dinner of the Caribbean Division on 15 April 2010.

Advisory Groups

The Institution may utilise the expertise of members in specialist areas of its work through advisory groups. In order to save members' time, these normally operate without physical meetings.

Codes & Standards

In its advisory role, the group continues to provide the Institution with guidance and recommendations on matters involving the production and use of industry standards. The advisory group also continues to be responsible for overseeing the Institution's representation on BSI committees, primarily by being the body which has the authority to approve new representatives.

Construction Legislation

Members of the advisory group provided comment to the staff to inform an Institution response to the Department for Communities and Local Government request for comments on how the building regulations could be improved and how better levels of compliance could be delivered in the future.

Library

The Group did not formally meet in 2010 but several of its members were consulted individually.

In 2010 the Library:

- Handled over 1900 enquiries and issued over 4100 loans
- Acquired over 170 new books and reports, 130 standards and 10 DVDs
- Prepared an outline developments plan for the Library with particular reference to making access to information significantly easier for members residing a distance from London or overseas
- Reconfigured parts of the Library to encourage more visitors
- Was represented on the ICE Archives Panel
- Was represented on the Aslib Engineering and Technology Group
- Was represented on the Heritage User Group
- Was represented on the Construction Industry Information Group
- Responded to questions on the website *Forum*.
- Maintained a book sale facility with items for sale listed on the website

Website & ICT

The Group did not meet in 2010 because there were no specific topics that needed its attention which weren't already being dealt with separately.

Regional groups

Regional groups continued to play a key role in Institution activities. Each of the 18 branches and 3 sections in the United Kingdom and the Republic of Ireland, and the 11 divisions and groups worldwide, once again organized successful programmes of technical meetings and networking events (many in association with sister bodies).

Branch chairmen and other regional group representatives participated in meetings of the Council and committees.

IStructE Ltd – Number of meetings: 2

This is a wholly-owned trading subsidiary of the Institution. Its activities are limited to those relevant to the profession of structural engineering and which either the Institution as a charity is unable to undertake, or which can be more efficiently conducted through the company. Its principal responsibilities relate to developing revenue from advertising in *The Structural Engineer* (the company's main activity), and the development of sponsorship income. Web advertising and courses for structural engineers are also the company's responsibility. The website for UK Chartered and Incorporated Structural Engineers and Technician Members offering consultancy services – www.findanengineer.com – continues to provide a useful facility for members and their potential clients. The company is also responsible for room hire and catering at 11 Upper Belgrave Street and contract mailing.

The company has undertaken its own risk assessment. The financial results of IStructE Ltd are consolidated within the management and annual accounts of the Institution Group. All profits made are passed annually to the Institution under gift aid.

Structural Engineers Registration Ltd – Number of meetings: 4

Structural Engineers Registration Ltd is wholly owned by the Institution.

The company's memorandum of association is that of a general commercial company with the addition of a specific object 'To promote and participate in schemes for the statutory or voluntary registration of persons engaged in the certification of structures' and its activities are limited to operation of schemes of registration.

The company is responsible for operating a 'Scheme for Certification of Design (Building Structures)' under the Building (Scotland) Act 2003 on behalf of the Scottish Government Building Standards Division. Income to the company from this scheme comes from both annual fees charged to individuals and firms on the registers associated with it and fees payable when certificates under the scheme are issued.

During 2010 the company:

- assessed applications from individuals to become an Approved Certifier of Design (Building Structures);
- assessed applications from firms to become an Approved Body for Certification of Design (Building Structures);
- audited members of the scheme; and
- assessed CPD returns for 2009 submitted by members of the scheme.

At 31 December 2010 there were 457 Approved Certifiers and 282 Approved Bodies within the scheme. A total of 19,752 certificates were issued under the scheme during 2010.

The company is responsible for operating a 'Scheme for Certification of Design (Building Structures)' under the Planning and Building (Jersey) Law 2002 and Building Bye-laws (Jersey) 2007 on behalf of the States of Jersey Planning and Environment Department. Income to the company from this scheme comes from both annual fees charged to individuals and firms on the registers associated with it and fees payable when certificates under the scheme are issued

During 2010 the company:

- assessed applications from individuals to become an Approved Certifier of Design (Building Structures);
- assessed applications from firms to become an Approved Body for Certification of Design (Building Structures).
- audited members of the scheme; and
- assessed CPD returns for 2009 submitted by members of the scheme.

At 31 December 2010 there were 28 Approved Certifiers and 15 Approved Bodies within the scheme. A total of 905 certificates were issued under the scheme during 2010.

The board of the company informs the Institution of its activities via regular reports to the Executive Board. The company has undertaken its own risk assessment. The financial results of Structural Engineers Registration Ltd are consolidated within the management and annual accounts of the Institution Group. In 2010 profits made were passed to the Institution under gift aid.

**Institution of Construction Engineers
Association of Construction Engineers**

These two companies, limited by guarantee and of which the Institution is the sole member, are dormant.

APPENDIX C

RELATIONSHIPS WITH OTHER ORGANIZATIONS

Institution of Structural Engineers Benevolent Fund – Number of meetings: 2

The Institution of Structural Engineers Benevolent Fund was established in 1936 to make grants to Institution members and their dependants in financial need. It is a company limited by guarantee and registered charity, and is directed by a board of trustees. Meetings are attended by the fund's benefits consultant. Each Institution branch is represented on an advisory council.

It is often invaluable for the trustees to have a report on an applicant's circumstances by the branch representative following a visit, and this also establishes personal contact between the Benevolent Fund and the applicant — all matters, of course, being completely confidential.

The chairman has delegated power to approve emergency grants between meetings, in consultation with another trustee.

In 2010, over £75,000 was distributed to 29 beneficiaries, of which 9 were jointly assisted by the Benevolent Fund of the Institution of Civil Engineers. The main sources of revenue for the fund are donations from members and firms (preferably made under gift aid), bequests, and income from its investments.

The trustees have undertaken their own risk assessment, and keep this under review.

The Benevolent Fund has nomination rights in respect of accommodation in residential homes for the elderly run by Careways Trust Ltd, which is a charity supported by a wide range of benevolent funds. The fund is a member of the Association of Charity Officers.

Institution of Structural Engineers Educational Trust – Number of meetings: 4

The Institution of Structural Engineers Educational Trust was established in 1991 with the following main objectives:

- to promote excellence in structural engineering;
- to award educational scholarships and travel grants; and
- to arrange competitions and award medals and prizes.

The Educational Trust is a company limited by guarantee and a registered charity. It operates independently of the Institution whilst maintaining strong ties. It is managed by a board of Trustee-Directors who give their time voluntarily to the work of the Trust. The chairman is Deborah Lazarus (F).

The Trust relies on the financial support of the Institution members and sponsorship from firms for its various educational initiatives. The donations received from members for the year amounted to £28,135 and the Trust is most grateful to members for their generosity.

In 2010 the Educational Trust sponsored projects amounting to £21,415. These included an annual bursary for the Engineering Architecture Prize, an annual Arkwright Scholarship and the Teambuild event which is a unique training opportunity to promote understanding and co-operation between young professionals in the construction industry.

The Educational Trust offered the Pai Lin Li Travel Award for the first time in 2007. This makes available grants to IStructE members wishing to spend 4 to 6 weeks outside their country studying current practice or trends related to the use of any construction material in the field of structural engineering. An award was made to Alex Colman to conduct a study on the European fabric structures industry and Andrea Menardo to study the past, present and future of thin concrete shells. In November 2010 two of the 2009 Pai Lin Li Travel Award winners, Joshua Macabuag and Ewan Smith gave a presentation on their studies to a meeting of members at the Institution of Structural Engineers.

The Educational Trust once again provided sponsorship for the Maths Inspiration events which gives an opportunity to sixth formers and those in Year 11 to experience some of the UK's most inspiring maths speakers. In 2010/11 the Trust had ownership of the events held in Birmingham (25 November 2010) and Liverpool (22 March 2011). The Birmingham event had an attendance of 1,050 for Paul Shepherd's talk on building the Olympic Stadium

The Trust also agreed to continue supporting the Sterling Group (Durham University) in its tour to India (April 2010) and Vietnam (September 2010). During the tour, the Group gives presentations to academics, graduates, undergraduates and sixth form students made at visits to universities, colleges and schools. The Group's aim is to raise awareness in India and Vietnam to develop links and collaborations, provide information for both academics and professionals and promote the Institution and membership.

In July 2010 the Trust agreed to run a bursary programme through Starfish UK to offer the full University fees plus subsistence costs for a suitable prospective Zambian student(s). The first recipient of the programme was offered to Nathan Sichela, 23 at £1,687 on the condition that he studies a three year Diploma in Civil Engineering Technology at Copperbelt University. The purpose of this initiative is to provide a young person with financial assistance so that they can study a Diploma in civil or structural engineering when they would not otherwise have had the opportunity to do so.

In 2011 the Educational Trust will celebrate its twentieth anniversary and plans to hold an event for this occasion.

Engineering UK; The Royal Academy of Engineering and the Construction Industry Council

The Institution has continued to work closely with these three professional UK bodies during the course of 2010 and in doing so believes it is able to achieve greater penetration and impact on appropriate topics than it could achieve acting unilaterally.

Engineering UK has continued to work actively in the promotion of engineering through 3 core work streams. The UK's biggest science and engineering event for young people "The Big Bang;" a programme of school activity called "Tomorrow's Engineers" and raising the profile of engineering and technology through the media and with policy makers.

The Institution participates in a Royal Academy of Engineering sponsored initiative entitled E4E – "Education for Engineering" that works to inform education policy and practice by amongst other things initiating and contributing to policy debates and highlighting the needs of future engineers and routes into engineering that are open to all.

The Construction Industry Council (CIC) is the UK's largest representative forum for professional bodies; research organisations and specialist associations in the construction industry. During the year the Institution has supported and contributed to appropriate consultation exercises from the UK's new coalition Government and fed into responses consolidated by the CIC. CIC has additionally supported the UK Government's Chief Construction Advisor into a review on a future low carbon economy; the Institution has been represented on appropriate task groups to this exercise and the review has now been formally submitted to Government for consideration.

Standing Committee on Structural Safety (SCOSS)

The Standing Committee on Structural Safety (usually known as SCOSS) is an independent committee supported by the Institution, the Institution of Civil Engineers and the Health & Safety Executive. Its terms of reference are to:

- consider both current practice and likely development from the standpoint of structural safety;
- be aware of trends and innovations in design, construction and maintenance from the standpoint of safety;
- consider whether unacceptable risk exists or might arise in future and, if believed so, to give warning to relevant bodies;
- consider whether further research and development appears desirable from the standpoint of structural safety;
- disseminate the findings of the committee by a biennial report and by other appropriate means;
- avoid duplicating the work of the Health & Safety Executive, of the Institution of Civil Engineers and of the Institution; and
- report to the presidents of the Institutions of Civil and of Structural Engineers annually and from time to time on specific issues.

Its members, who serve in a personal capacity, are appointed by the presidents of the two institutions. The committee's current chairman is Gordon Masterton and John Carpenter is its secretary.

During 2009 SCOSS:

- published its 17th report.
- continued to support a pilot project for Confidential Reporting on Structural Safety (CROSS).
- issued a guidance note and a draft form of agreement on 'Independent review through Peer Assist'.
- issued a Risk Management bibliography.
- issued a topic paper on 'Issues of relevance to DCLG – 'Communication' regarding the introduction of the Eurocodes (in England and Wales).

Heads of departments meeting

The 2010 meeting of the heads of civil and structural engineering departments in higher education was held on 27 April 2010 at the Institution of Civil Engineers' offices. This was a joint meeting of the Institution, the ICE and the Association of Civil Engineering Departments (ACED). The key topics for the day were: 'Engineering our Future', 'Learning for Engineers' and 'Learning Outcomes in a Changing World'. Delegates also received an update on the Institution, ICE and Joint Board of Moderators (JBM) activities.

Organisations outside the United Kingdom

The Institution continued to develop its relationships with international organisations.

The President, Chief Executive and Senior Vice President undertook an extensive international visit programme in 2010 to support the membership and to develop further links with strategic partners. Visits to nine countries were undertaken including Australia, Canada, China, Hong Kong, India, Singapore, Trinidad & Tobago, USA and the UAE.

In March 2010 the Memorandum of Understanding agreement with The Indian Association of Structural Engineers (IAStructE) was re-signed.

In June 2010 the Agreement of Co-operation was re-signed with The Korean Structural Engineers Association (KSEA).

The Institution's international membership continues to grow and its qualification is regarded as a passport to practise structural engineering in many parts of the world.