



## MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 13<sup>th</sup> October 2017 at CIBSE, Balham, London

### Present & Signed the Register:

George Adams, Vincent Arnold, Colin Ashford, Olu Babalola, Jane Bastow, Ashley Bateson, Eleanor Brembilla, Iain Carlile, Stanley Chow, Paddy Conaghan, Les Copeland, Richard Davies, John Field, David Fitzpatrick, Bryan Franklin, Jonathan Gaunt, Wally Gilder, Stephen Gill, David Hughes, Kevin Kelly, Colin Lehane, Alfred Leung, Stephen Lisk, Paul Martin, Stuart MacPherson, Nick Mead, Frank Mills, Philip Oliver, Geoff Prudence, Andrew Saville, Neil Sturrock, Tony Sung, Austin Williamson

**ASHRAE:** Bjarne Olesen (President), Jeff Littleton (Executive Vice President), Joyce Abrams (Director of Member Services)

**HKIE:** Thomas Chan (President), Monica Yuen (Chief Executive)

### Apologies for Absence:

Paul Angus, Carol Clark, Derek Clements-Croome, Laura Dunlop, Jonathan Grimshaw, Raef Hammoudeh, Susan Hone-Brookes, Lionel James, Phil Jones, Martin Liddament, David Mather, Kevin Mitchell, Geraldine O'Farrell, Rashmi Patel, Jonathan Page, Samantha Pope, Cathie Simpson, Justin Thomas, Mariana Trusson, Steve Vaughan

**In Attendance:** Stephen Matthews, Clare Bott, Stuart Brown, Rowan Crowley, Hywel Davies, Bruce McGill, Lucinda Watt

## WELCOME AND INTRODUCTION

Peter Wong welcomed Council Members, and in particular welcomed the Institution's guests from ASHRAE, President Bjarne Olesen and Executive Vice President Jeff Littleton, and from HKIE, President Thomas Chan and Chief Executive Monica Yuen.

### 1 ADDRESSES FROM ASHRAE AND HKIE

- 1.1 ASHRAE President Bjarne Olesen addressed Council, thanking members for the welcome he had received. He referred to the establishment of ASHRAE region 14 in Europe, and stressed the importance of increased collaboration with CIBSE. He regarded CIBSE as ASHRAE's main collaborator, and he hoped that this would continue and develop. He also acknowledged that the establishment of new ASHRAE chapters could be a concern to CIBSE, and this was an issue that had been discussed during the liaison meetings. He regarded Chapters as an important way of allowing ASHRAE members to be actively involved in ASHRAE and to influence its development, and stressed that their purpose should not be to create competition. There were many strong associations in Europe as well as UK; he wanted CIBSE and ASHRAE chapters to work hand in hand, and believed there could be benefits to both CIBSE and ASHRAE members from that collaboration.
- 1.2 ASHRAE was looking at new ways in which its Chapters and Regions could operate, including the possibility that Chapters might in future work within another organisation. He emphasised that this was not to create competition, but an opportunity for positive collaboration between organisations. He also stressed the special role of CIBSE as an international body, with members and regions across the world, and noted the potential for

collaboration not only in the UK, but also elsewhere in the world. He hoped for a 'win-win' outcome, and felt CIBSE should not be concerned about developments.

1.3 ASHRAE President Bjarne Olesen's comments were welcomed and he was thanked for his contribution to the meeting.

1.4 HKIE President Thomas Chan thanked Council for their welcome and informed members that he had served in the CIBSE HK Region since 1999 and had been Chair of the Region in 2005 and 2006. He recorded his thanks to CIBSE for its support and development. He had become a member of the Council of HKIE in 2005, and had subsequently been elected Vice President, before becoming President in due course. HKIE was celebrating its 70th anniversary, and his Presidential Theme of Engineering to New Horizons had focussed on sustainability, competence, membership development, and the Institution connection to society. He hoped to develop the standing of HKIE during his term of office and beyond. Thomas Chan's Presidency of HKIE was welcomed, particularly in view of his status as a CIBSE Member, and he was thanked for his contribution.

## **2 MINUTES OF THE LAST MEETING**

2.1 The Minutes of the Meeting held on 8<sup>th</sup> June 2017 were considered and the President advised that a number of proposed amendments had been received from Cathie Simpson on the morning of the meeting. A number of these points related to statements made at the meeting by other members, and the President proposed that these should not be amended as no objection had been raised by the members making those points. He further proposed that on a number of other points, the suggested amendments did not materially change the sense of the draft minutes, and that these therefore should also not be included.

2.2 The President went on to propose that the following amendments proposed by Cathie Simpson be made to the circulated minutes of the June 2017 meeting:

Attendance List: Olu Babalola, Les Copeland, Graham Dodd, Tim Dwyer, Paul Merton and Karen Warner attended the meeting but not recorded as present. The attention of all members should be drawn to the need to sign the attendance register.

New members: Vince Arnold, Olu Babalola, Eleonora Brembilla, David Mather, Paul Merton and Karen Warner introduced themselves to Council.

4.8 Add the following: Cathie Simpson asked if Council would be provided with the opportunity to consider the whole process under review as it was not possible to comment properly on bits in isolation of the whole. John Field informed Council that there would be full consultation. Richard Davies asked whether a peer review of the nomination process and Board candidates in other PEIs would be useful and John Field confirmed that this had already been undertaken by Andrew Ramsay.

5.18 Steve Vaughan had indicated that the actions indicated in this minute would be taken forward.

7.3 John Field had indicated that the actions indicated in this minute would be taken forward.

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8.3 The first sentence should be amended to read as follows: "In response to Cathie Simpson's question on the progress of the new HVAC Group, it was confirmed that the

proposal for an HVAC group had been considered by Technology Committee, who had sought a number of clarifications, and subsequently presented to the Board.”

- 2.3 Subject to the above amendments, the Minutes of the June 2017 meeting were approved.

### **3 UPDATE / RESPONSE TO ISSUES DISCUSSED AT PREVIOUS MEETINGS**

- 3.1 Stephen Lisk reported on the very successful RLC meeting held that morning, and thanked Region Chairs for their contributions. A number of issues had been identified to bring to Council.
- 3.2 Paul Martin was asked to report on building control issues in Ireland, and explained that sign-off on buildings was required by an architect, structural engineer, or surveyor. Building Services Engineers were regarded as specialists, but only IEI registered chartered engineers were recognised. This was of great concern to CIBSE members in Ireland, but was an issue that related to current government policy. It was believed that major companies were turning away from CIBSE Ireland because of this issue, which was disappointing in view of the huge contribution CIBSE had made in Ireland. Many attempts had been made to discuss this issue with IEI, but more was needed to achieve change, including from the Board, but also at government minister level. He asked for more support in tackling this problem, and stressed the need for the Institution to be more vocal. It was noted that efforts to address the problem were being made through a number of avenues.
- 3.3 Stephen Lisk further reported on discussions about management training and leadership opportunities, particularly through YEN workshops, to maximise softer skills in particular. A template approach to liaison with universities was considered, and it was noted that different relationships needed to be formed, and that different ways of making contact were available. Additional support from HQ would be valued, and also better communication and liaison, for example when membership briefings were taking place.
- 3.4 Past President John Field had reported to RLC on his regional visits, and the amount of content and feedback had been welcomed. The report would go to all Region Chairs with acknowledgement of the work undertaken. The importance of feedback from overseas regions was also acknowledged, and this was being sought.

#### **Nominations Process**

- 3.5 Nick Mead introduced the item, referring back to the governance review that was undertaken in 2015. More recently, additional issues had been taken forward to ensure consistency and remove any contradictions. Further to that, the Nominations Process had been reviewed, and it was felt that there was a need to amend it for two reasons. Firstly, the Board needed a good diverse mix of representation from the industry, and the range of necessary skills and wide knowledge amongst its membership. This was not necessarily achieved through a completely open election process. The other issue was that many members of the Board could change at one time, and only be known very shortly before the AGM.
- 3.6 The process had therefore been reviewed in depth, and the recommendation was set out in the paper. It was not proposed to prevent open elections, however it was proposed that all those who wished to be considered should have to come through the nominations process in the first instance. The Nominations Panel would then make recommendations as to which candidates the Board should recommend to the membership, but those not selected would still be able to continue to an open election if they so wished. It was proposed that elections should then be held earlier, with new Board members being confirmed in time to attend the March meeting as observers, prior to taking office at the May meeting as at present.

- 3.7 It was proposed to extend the candidate profile, so the members would have a better understanding of those standing for election. It was also proposed that the number of proposers published be limited to ten for practical purposes and to simplify the requirement. Regarding the election of President Elect, for which candidates had to have served as Vice-Presidents, it was proposed that this would also be open to an election process if more than one current or past Vice President wished to stand. It was proposed however that Vice Presidents should be selected by the Board from Board members, and that the Honorary Treasurer should also be selected by the Board. The position of Treasurer was considered to be a very demanding and key role, and the Institution needed to have an appropriately experienced individual and it was suggested that this might even involve considering non-members of the Institution.
- 3.8 The question of canvassing during elections had also been considered. This was a difficult area to address, and research within other bodies had shown that a range of different approaches were taken. Forums might be considered, but this would be time consuming and to be effective would need to be held in multiple locations. It was proposed however that mass emailing or other types of direct canvassing should not be allowed by candidates or by groups / regions /societies etc on a candidate's behalf, so as to ensure as far as possible a level playing field for all candidates. The candidate statement would be the main means of communication for candidates with the membership.
- 3.9 In response to a question of what action could be taken in the event of canvassing, Nick Mead suggested that a statement could be issued to the membership making it clear that this was discouraged; it may however be difficult in practice to impose any more specific penalties.
- 3.10 Regarding the presentation of candidates not recommended by the Board, it was explained that such candidates would not be suggested to have been 'turned down', but would have a full opportunity to put forward their case in the candidate statement. Candidates who had not put themselves forward for consideration through the nominations process would not, however, be eligible to stand for election.
- 3.11 Regarding voting systems, it was confirmed that the intention was to continue to use an electronic system operated through the Electoral Reform Society.
- 3.12 It was pointed out the circulated flow chart diagram required an additional arrow to indicate that an election process was held in the event that there were more candidates than vacancies, and this was noted.
- 3.13 Members were thanked for their input, and it was confirmed that the proposals and points raised would be considered at the November Board meeting. It was intended to bring the formal proposals for approval to the AGM in May 2018, and that if approved the system would be introduced ahead of elections for Board Members and Officers in 2019 and beyond. The President expressed his thanks to Nick Mead for the work he had undertaken.

#### **4 ISSUES RAISED FOR DISCUSSION BY COUNCIL MEMBERS**

- 4.1 Stephen Lisk confirmed that no additional new issues had been raised for the current meeting. He felt that additional work was needed on the communication process, and that it would be positive to generate more relevant issues for discussion. All Council members were asked to consider this and to provide input to Stephen Lisk of any matters they would like Council to discuss. The importance of giving prominence to such issues on the agenda was also pointed out.

**ACTION: ALL**

## **5 REPORTS FROM OVERSEAS REGIONS**

### **Australia & New Zealand**

- 5.1 In the absence of Paul Angus, Bruce McGill reported on the Australia & New Zealand Region and referred to the recent celebrations of the Region's 30th Anniversary. The event held had included Young Engineers awards and Peter Wong had attended as guest of honour. The region had a real focus on engaging Young Engineers, and presented a strong schedule of events which typically had 30 to 70 people attending and created good engagement and interest outside of CIBSE.
- 5.2 The Region had worked proactively to develop future plans, and was keen to establish registered CPD courses providers as there were currently none in the Region; the CPD Panel was considering how this might be done. It was also considering the provision of training courses, probably online initially, but there was enthusiasm to increase the offer. There was an opportunity to highlight the work of WIBSE and to promote gender diversity. The YEN group remained very active, and efforts were being made to encourage non-members of CIBSE within YEN to join the Institution.
- 5.3 It was noted that the Region has some real challenges, especially those of geography, but that technology was used effectively to combat these and that the Region continued to work effectively.

### **Hong Kong**

- 5.4 Stanley Chow reported on the work of Hong Kong Region, and thanked CIBSE staff for their support. He referred to the work of the Hong Kong Committee, and drew attending to the YEN contribution, especially in respect of the membership drive and knowledge services. The Shanghai panel was also every active, again with significant YEN involvement and with good gender diversity.
- 5.5 He went on to describe the Hong Kong retreat day in September 2017 which involved committee members, YEN members and advisors. This had been very positive and had developed key actions in pursuit of the CIBSE Vision 2020.
- 5.6 The Region had just over 2500 members, and was focussed in retaining members, and on increasing and developing recognition. The region had 1765 MCIBSEs, and was keen to promote the qualified grades. Support for industry was also important, with strengthened competency and networking and the development of practical tools. It was hoped to develop CIBSE knowledge-based CPD, and different approaches were being considered, including short training courses, workshops, train the trainer and online offerings. Regarding Building Performance, industry participation was being encouraged to promote a whole life-cycle approach.
- 5.7 Exchange of knowledge and information was undertaken with SAST through the Region, as well as the Shanghai Panel and CIBSE HQ, and an exchange talk was being organised; it was hoped to interest SAST in co-operating on CPD activities in Shanghai. The importance of Social Media was noted and this was being used more extensively. Many technical activities including seminars and symposiums had taken place. Work was also being undertaken to contribute to Hong Kong government consultations in a number of areas, and attention was drawn to the range of upcoming events.
- 5.8 The report was welcomed, and in particular the progress made with the industry on whole life costing. It was suggested that lessons might be learned from this in the UK, as it had proved hard to achieve engagement. Stanley Chow confirmed that work continued to raise the profile of this in Hong Kong, and that it was seen as very important particular for example in hospitals. There was a growing recognition in Hong Kong, although it remained a big challenge which the Region was committed to supporting.

- 5.9 Regarding indoor air quality, Stanley Chow confirmed that efforts were being made to achieve better monitoring and management. Accurate data was of prime importance, and strategies were being developed which might include a certification scheme and further research. Peter Wong noted that this had been a significant issue 15 years previously, and that whilst it as being actively pursued no legislation was yet in place. BIM had become a political opportunity with many interest groups and pressure groups, including those hoping to promote proprietary systems. He was keen to press for CIBSE standards to be adopted.

### **CIBSE Ireland**

- 5.10 Paul Martin reported that the Region had around 650 members, although this was below the peak numbers in the past. The committee was working effectively and gender diversity had been improved with two female committee members participating, and with plans to engage with WIBSE in the Region.
- 5.11 He went on to refer to the recent Student Awards, presented to MSc students in Sustainable Engineering, which had been co-sponsored by a local company. Joint events were planned with ASHRAE, and efforts were being made to expand attendance and to raise the profile. It was hoped to become more involved in the CIBSE Patrons Scheme, and discussions were being held with David Fitzpatrick.
- 5.12 He noted that events were not always as well attended as previously, with more companies offering CPD, and ways of tackling this were being considered. A very successful golf day have been held, and it was expected that 550 would attend the Christmas Lunch. An event was planned at DIT, where a number of excellent speakers would participate, and the Region was keen to attract speakers from the UK and beyond. A network event with architects was also being planned.

### **United Arab Emirates**

- 5.13 Bruce McGill reported on behalf of the Region, which had now been in existence for a year. There had been much focus on the global YEN conference which would be held at the end of October/early November. YEN leaders from across the world would gather in Dubai, and much work had been done to provide a strong itinerary for the 25 attendees, including a range of visits to projects in the region, and learning about the particular climate challenges. The event would conclude with a one day technical conference on specific issues for Building Services in the Region and its climatic conditions. Peter Wong would be guest of honour at the concluding dinner.
- 5.14 Whilst the Region was still in the process of becoming established, there was much energy and enthusiasm. The membership was largely from ex-pats, but it was felt there was an opportunity for CIBSE to make an impact, and to build up local education and training.

## **6 CHIEF EXECUTIVE'S REPORT**

- 6.1 Stephen Matthew introduced the report, noting its function as a historical record of CIBSE's development from a Balham perspective. He stressed however the worldwide impact of CIBSE, and whilst everything could not be covered, it was important that Council should have a view of the wide span of the Institution's activity.
- 6.2 2017 has been a challenging year from a UK perspective, but also for the wider CIBSE. The John Uff review had reported, but it seemed many of its recommendations had been put aside: there were big challenges for PEIs and delivering change was very difficult. He suggested that knowledge was of key importance, and the Institution needed to drive excellence, encourage the young and address issues so the profession could prosper.

- 6.3 He noted that the replacement of IT systems at Balham has been more expensive and had taken twice as long as hoped, which had been very frustrating and had a knock on effect on activities. The CRM System had now been in place for 12 months and was now working effectively, and the opportunity was there to develop its potential. The vision was to be a first class membership organisation, and make sure that electronic delivery was fully effective.
- 6.4 Stephen Matthews drew attention to some successes, including the RAEng report on Engineering Better Care, which had originated as a CIBSE idea as credited in the document. It was an important document, although most members may be unaware of CIBSE's involvement. He went on to say that the Grenfell Tower tragedy was likely to change the industry for ever, and stressed the importance of ensuring that engineering excellence, accreditation and higher standards come out of that disaster.
- 6.5 He went on to refer to the Graduate of the Year Awards the previous evening, which had been very well attended and successful with almost 180 attending. There had been 47 entries by young engineers, with 8 finalists from a huge range of backgrounds. He thanked members for their support, and expressed his belief that 2018 could be a great year for the Institution.

## **7 NEW INITIATIVES**

### **Society of Digital Engineers**

- 7.1 Rowan Crowley confirmed that SDE had launched on 12th September, with 50 to 60 attending. Over 100 membership applications, split evenly between existing members and new members, had been received in the following month. Work was in hand to align membership grades of SDE with CIBSE's and the EC's, to provide a route to CEng. The membership was primarily from the UK, but 15% was from elsewhere, including ANZ and the Middle East. The Society would also be promoted at Build2Perform Live, with items programmed on both days. Related initiatives included the forthcoming ninth digital engineering publication, which would become an e-learning module. Each module gave CPD recognition, and the complete course would contribute to membership qualifications. The BIM roadshow had now been developed into face to face training, which had been influenced by the Roadshow's impact.

### **Inclusivity Panel**

- 7.2 John Field reported on the newly formed Panel, which was making positive progress and was keen to ensure that CIBSE met the expectations of RAEng concordat. A call had been issued to all members for participants, the proposed Chair of the Panel had been agreed by the Board, and up to ten members identified for the Panel. The Panel itself was diverse, and included different views on such issues as the usefulness of quotas.
- 7.3 Benchmarking work had been undertaken in line with the RAEng framework, and a plan was being produced which would be taken to the Board for approval. The importance of transparency and making public the results was noted. The work of Lynne Jack and Bruce McGill were acknowledged, as was the new Chair of the Panel Atif Rashid.

### **Build2Perform Live**

- 7.4 Clare Bott reported, thanking all groups that had contributed to the planning of the event. It was expected to be a very positive event, with some sessions already having 120 registrants, and with 1300 registered to attend in total. There were many related activities, including the HVAC Group launch, and the Volunteer Zone would address a number of key issues such as GDPR, Social Media, Bulk Email, Goto meeting, membership sessions and volunteer awards.

## **GDPR – Opting In**

- 7.5 The importance of the forthcoming opting-in exercise was stressed, as this would be crucial to the maintenance of communications following introduction of the GDPR in May. Dashboards were being set up for each area to monitor the effectiveness, and HQ was keen to partner with regions and groups to ensure successful outcome. It was important to encourage people to opt in, because otherwise the range of communications that could be sent would be very limited. Once people had opted in, it would be possible to deliver dynamic content tailored to the recipient.

## **Membership Engagement and Recruitment Campaign**

- 7.6 Peter Wong had given his support to a membership recruitment campaign, and wanted members to take a role on encouraging others to join the Institution. It was felt that the Institution's profile was increasing and that it had much to offer including a first class journal. The Hawk logo was well recognised, and it was hoped to use an animated version as an emblem and to attract interest. It was planned to promote the hashtag across all communication channels, and to encourage members and others to share thoughts about why they chose the profession and its advantages.

## **Grenfell Tower**

- 7.7 Hywel Davies reported on Grenfell Tower developments. The disaster had shaken the industry and beyond and there was a realisation that things had gone badly wrong and that something significant must be done. Paddy Conaghan, Ashley Bateson, Julie Godfroy and others who had provided input were thanked for their contributions. Many meetings had been held, including with DCLG and Framework Contractors Atkins, and it was clear that there would be a significant change to the attitude to Building Regulations and on the approach to roles and responsibilities. Emphasis on Chartered professionals has been downplayed in the past, but there was real evidence that this view was changing. There seemed a clear understanding that the issue of roles and responsibilities would be key to a new approach. The CIC was in a potentially difficult position, as it dealt with the approved inspectors register and local authority building control. The RAEng response to Dame Judith Hackett has been strong in pointing out the lack of a single, consistent system for the sign off of Building Regulations, and some of the inconsistencies of recent decades were being exposed. Greater focus on high risk – not just high rise – buildings was being stressed, which would include such things as high dependency hospital units, even if not at a high level. It was thought that there would be some changes quite quickly, although others would take more consideration. Hywel Davies was thanked for his work, and his significant contribution to documents submitted to the consultations.

## **8 ANY OTHER BUSINESS 4.30 pm**

- 8.1 There was no other business.

## **9 DATE OF NEXT MEETING**

- 9.1 It was noted that the next meeting would be held on **8<sup>th</sup> February 2018 at 1.30pm** at the Building Services Engineering Centre, Balham.