



Draft Council Meeting Minutes

Held on Friday 14 October 2022 at 13:00-16:00.
At 222 Balham High Road, London, SW12 9BS, plus MS Teams.

Welcome from the Chair

The Chair, Kevin Mitchell, opened the meeting and welcomed new members who were joining us for the first time before presenting the agenda. Kevin thanked and acknowledged the time and effort put in by all members of Council towards contributing to CIBSE.

Simon Festing presented the housekeeping rules for the meeting.

Minutes of the last meeting

The Minutes were approved as a correct record of the last meeting.

Reports from Overseas Regions

CIBSE Ireland

Michael Curran presented an update from CIBSE Ireland.

- The 2022/2023 Committee is very active and tries to ensure continuation and mentoring within posts.

Membership

- CIBSE Ireland is trying to establish more involvement with students and staff, in addition to exploring new regions and technology universities.
- A new video released in conjunction with the University of Dublin is aimed at students between 10 and 15 years of age.
- Apprenticeships are a huge market for CIBSE and require focused investment. An example given related to the Institute of Civil Engineers, in conjunction with a college, setting up an apprenticeship course and offering academic credits. Academic credits and course integration present young engineers with an easier route to becoming chartered. CIBSE Ireland is actively pursuing this with several consultants.
- A few videos exist on the career portal, which will be linked to other Societies for an exchange of ideas.
- The literature being produced is of high quality. However, some books in current circulation will need to have their wording changed in terms of new regulations and standards.

Collaborations and Ambitions

CIBSE Ireland collaborates with government bodies and associations, providing recommendations relating to national standards and regulations. Examples include:

- New wiring regulations in Ireland (National Rules for Electrical Installations).

- Climate Action Plan 2023–2030: there is currently no register in Ireland for net zero consultants and the government has asked the organisation if it will register, host and promote a directory of Carbon Assessors Professionals in Ireland.

CIBSE Ireland Committee Members were on the panel of judges and noted a good performance overall in the following events:

- SEAI Energy Show.
- Towards Net Zero Ireland Construction Awards.

CIBSE UAE

Farah Naz presented an update from CIBSE UAE.

- The 2022/2023 Committee was announced, and the need for gender balance on the Committee was noted.

A planning session with Committee members and YEN members helped identify two key targets and goals: i) net zero transition; and ii) inspiring the next generation.

- Kevin Mitchell and Ruth Carter visited for CIBSE UAE Week, engaged with the Masdar Institute on its flagship sustainable city project and visited the Louvre Museum Abu Dhabi, which Kevin once worked on as an engineer.
- A net zero transition discussion was held on 7 September. This was a collaborative panel session held with architects, members of the government, the private sector and the Emirates Green Building Council, enabling cross-pollination of knowledge across disciplines. Representatives from CIBSE UAE were able speak with aspiring and new engineers as well as non-engineers.
- The annual awards night was held at the Armani Hotel in the Burj Khalifa and hosted 200 people. The event was successfully marketed, with press releases appearing in 30 newspapers and local journals. The jury comprised an excellent set of experts from different backgrounds, including social influencers who have worked on sustainability.
- The CIBSE UAE Committee signed training partnership agreements with De Montfort University and the Manipal Academy of Higher Education (MAHE) Dubai. An official CIBSE YEN Chapter has opened at MAHE.
- There is work being undertaken to develop the leadership side of the Region rather than simply the technical side, for example, the UAE Chapter recently collaborated on salary guidance for the first time, releasing a paper on handling negotiations within the current market.
- The WCIBSE Decoding Engineering podcast consists of monthly sessions dealing with the non-technical aspects of this industry such as business/salary negotiations and emotional intelligence. The podcast hosts leadership coaches, lawyers and others.
- The YEN UAE Committee is active within the industry and engages with universities in order to introduce students to STEM, Building Services and CIBSE. The YEN UAE Vice-Chair Nizam recently attended the global YEN gala held in London.
- Regular events are held involving SOPHE and general technical membership. Virtual events have seen greater attendance. Therefore, meetings are currently taking place in hybrid mode while the organisation ascertains Members' preferences.
- All CPDs have been posted on a recently opened YouTube channel. CIBSE UAE also maintains an active LinkedIn and Twitter presence.

- Interest has been shown from Saudi Arabia, India and Africa, and there is potential for the conversation to be taken forward given adequate time and resources.

Australia and New Zealand

Mark Crawford presented an update from CIBSE Australia and New Zealand.

- Overview: the ANZ region covers 8m sq. km and is currently split into six Chapters. New Zealand has merged its three Chapters (Auckland, Wellington and Christchurch) into one. The total membership is 674; a decrease from 800 over the past two years. COVID-19 has impacted retention.
- There is a strong focus on how the CIBSE 125 challenges are being addressed.

Young Engineers Awards

- The Young Engineers Awards have three separate categories: Student of the Year, Graduate of the Year, and Young Engineer of the Year.
- Winners and finalists from the past two years were also invited to the event held in the Parliament building, Sydney; the first in-person event since 2020.

Training and Development Scheme

- CIBSE ANZ is actively getting larger companies to join the scheme and bring their graduates through to fast track their means of becoming chartered engineers.
- It is easier to encourage students to join because their membership is free, but harder to retain graduates because of the membership fee they have to pay.

The CIBSE ANZ Training project established in 2019 is likely to be one of the main revenue earners going forward.

- A gap in the market was recognised: currently there are no dedicated Building Services Engineering degrees in the Region.
 - Therefore, various people in the industry are helping write seven discipline-specific courses intended to be sold and delivered.
 - These courses can be conducted in hybrid mode, recorded and perhaps shown globally.
 - This has elicited interest in the Region and will be a collaborative endeavour. In particular, there is interest from companies to train their employed graduates in building services.

CPD and Technical Events

- Technical events were originally face to face, then fully virtual. Virtual meetings were successful relating to attendance and in viewership when recorded. Therefore, the way forward is hybrid and stored.
- CIBSE ANZ is also attempting to encourage social meets and networking within geographic Regions. Members can watch the presentation remotely to gain the context and share ideas in person within their respective Regions.
- It was noted that the TM65 Embodied Carbon ANZ Addendum was released by the NSW Chair in September, with similar presentations around other states and in New Zealand in the coming weeks.

Registration Scheme and CPD Requirements

- To become an engineer in Australia you have to be registered and accredited by law. New Zealand will soon follow suit. CIBSE is an accrediting body and is being proactive relating to this requirement.
- CPD hours were increased from 30 to 50 per year, due to current requirements. CIBSE ANZ will be increasing its hours on a par with Engineers Australia.

Chief Executive's Report

Ruth Carter presented the key highlights.

- The Group is on track for a good year and will be delivering against budget, having witnessed a strong performance.
- The Group is circa £1.5m up on the previous year; all of which is being reinvested into the organisation.
- An additional £250k was invested in engagement and network support.
- Investments were also made regarding the new website, knowledge, PR and communications (which increased exposure in the national press), and the CIBSE commercial businesses that power the surplus.
- Hywel Davies is being promoted to Chief Technical Officer, and a new Technical Director will be recruited.
- CIBSE will also be increasing resources and activity elsewhere in the Technical Department.

Membership Update

- CIBSE had a strong year and 'held its own' despite tough times for the rest of the market.
- A market-mapping exercise revealed that CIBSE is currently at 3.9% (estimated) market penetration, and there is significant potential for growth.
- A new Membership Director will be starting in January 2023 with the goal to lead the strategy for growth to between 40,000 and 45,000 Members.

Premises Project

- A facility that reflects the goals of the organisation is required. It must be a modern workplace that represents the sector within which CIBSE operates.
- The location should be easy to reach for the majority of Members and accessible by all.
- It should also be a workplace that supports hybrid working, as well as being a space that can accommodate Fellows and Members from outside London.
- It has been broadly agreed that remaining in Balham is not the right option. The Board has approved exploring the sale of Balham and relocating to new premises.
- To this end, a Feasibility Study with an external consultant was carried out and an initial assessment on the premises obtained.
- A final investment valuation will be carried out before putting the Balham premises on the market.
- A Premises Advisory Committee led by Paddy Conaghan has been formed.

- CIBSE is looking to buy within Central London in either Kings Cross, Moorgate, Liverpool Street, London Bridge, Borough or Southwark. Moorgate is a hub for professional engineering institutions.
- The next step is to begin engaging with Societies and Special Interest Groups (SIGs) and receiving input from experts.
- According to the project plan from workspace consultants, the move to new premises is planned to ideally take place on 25 November 2023. However, there is still the possibility of needing to find an interim 'home'.
- In summary, CIBSE needs a location that retains staff, reflects the ethos and standards of a world class PEI, and is a place that Members are proud to call home.

Questions and Discussion

- Responding to a query about considering locations outside London for the new premises, it was noted that this would likely result in a greater number of staff being lost. The cost impact of maintaining two locations would also be prohibitive and the final projection favoured moving somewhere within the Circle Line area.
- A question was raised regarding costs and funding sources, with the observation made that the new premises would have to be significantly smaller in size. The CEO confirmed that the new premises will be smaller but that the space will be used much more efficiently, and clarified that CIBSE aims to make this a cost-neutral endeavour and not a large investment. A new build would be ideal for a shell and core fit out, but its availability within a reasonable price range is unlikely. Acquiring existing premises might therefore be in the organisation's interest. The exact criteria must be established before moving forward.
- There has been a lot of change in the industry over the past 20 to 25 years. As the organisation works towards its 2050 targets, there is a need to consider diversity and inclusion for a world in 20 years' time.
- Council Members are encouraged to raise the issue of the new premises with their respective Groups, Societies and Regions and to start the discussion to consult, inform and check in with as many Members as possible.

Membership, Registrations and End Point Assessment (EPA)

Natassja van der Kraan, Head of Strategic Projects, provided an update.

- CIBSE currently has 20,000 members. Full details can be found in the Council Report. A total 60% are corporate members.
- CIBSE is in the process of applying for the Building Safety – HRB UK Specifications licence.
- It has been a good year for EPAs, having started in 2019 with 10 applications and grown to its current number of 213. Strong yearly growth is indicated, and it represents a good income stream for CIBSE.
- Most applications convert into memberships. A large pipeline is expected for 2023.
- The organisation has built relationships with 180 employers and has contracted 18 training providers to carry out the EPAs.
- This year, CIBSE has shifted its strategy to focus on growing relationships with employers and becoming the EPA organisation of choice.

- This was the first year of being audited by Ofqual. CIBSE was regulated for four standards; three of which are currently regulated and the other coming at the end of the year. It has been observed that continuous improvement is required to make sure that the assessment is valid and reliable, and minimises bias.

Networks Update

Roisin Sweeney, Head of Member Services, provided an update.

- The Fellows Network is finally launching and will be chaired by Geoff Prudence. Its first event is set to take place on 6 December 2022.
- The Mentoring Platform will be launched in 2023.
- Last week, the first ever YEN Careers Day took place, followed by the YEN Annual Gala. A total of 200 students, new graduates, young engineers and lawyers participated.
- The first in-house run of the Society of Facade Engineers will take place in November 2022. Nominations being received have far exceeded expectations.
- Patrons have created a student handbook in order to connect with schools.
- SIGs have implemented approximately 47 technical events and have provided technical input to guides. A full update on SIGs will be provided at the next Council meeting.

Technical Update

An update was given on two main policy areas of technical relevance: net zero carbon and building safety.

- There was a call for evidence under the Net Zero Carbon Policy on the government website, with four weeks to respond. It was noted that the numerous institutional consultations undertaken by CIBSE over the past 5 to 10 years will provide some answers.
- The two main challenges for CIBSE relating to net zero are:
 - Achieving net zero and maintaining a 2.5% growth rate.
 - Making the mindset 'stick' with investors, funders, property owners and developers.
- Major consultations on building safety recently closed.
- CIBSE carried out a lot of work with Actuate UK, an alliance of eight different engineering services bodies: CIBSE, BSRIA, ECA, BESA, LEIA, FETA, SNIPEF and SELECT.
- Areas that need to be strengthened are competency and enforcement. There must be clarity from the government on what compliance looks like (where the bar is set and what the regulator will look at) since non-compliance will become a criminal issue.

Themed Breakouts

These sessions are meant to increase engagement, involvement and representation on behalf of CIBSE's 20,000 Members. The Chair will guide discussions, make notes and report to Council, with staff support.

i) Net zero carbon transition

Guiding question: "How do you think CIBSE should respond to the drive for net zero carbon? what guidance and knowledge does CIBSE need to produce to enable the industry to respond?"

Julie Godefroy provided an introduction on net zero, the CIBSE Climate Action Plan, CIC's Climate Action Plan, the net zero carbon buildings website, and other pieces of useful information.

Discussion

- There is very little awareness of the CIBSE Climate Action Plan. The organisation could publicise its plan and efforts relating to climate action via social media, with bite-sized videos being posted on YouTube and other platforms.
- CIBSE requires a coherent strapline for net zero that may be reflected in design, operation, etc. It was suggested ascertaining what other organisations are doing and learning from respective fields of expertise.
- The International Panel on Climate Change stated that the building industry is performing worst within the sector with regard to climate change. Energy efficiency needs to be prioritised over a simple stamp of net zero carbon. CIBSE needs to do better with the resources it has because only then can the infrastructure improve towards achieving net zero.
- Databases need to provide reliable information, with case studies and benchmarking exercises being communicated and publicised.

ii) Review of CIBSE Branding

Guiding question: "What should we do to make CIBSE branding more inspirational, and in what areas do the CIBSE's visual and written brands need to be updated?"

- Branding should reflect the purpose behind what CIBSE is, communicate what it stands for, and what it will stand for in 25+ years. This is a wonderful opportunity to reposition the organisation within the market.
- During the session, participants were asked to think of some words that they associate CIBSE with, and answers varied according to role and involvement.
- Elements of the original branding that still remain relevant should be retained.
- Workshops will be held with various stakeholders to discuss this further.

iii) Building Safety

Three guiding questions were stated:

1. Has your business begun to prepare for the Building Safety Act (BSA) and supporting regulations?
2. Has your business developed a plan to go along with the health and safety work?
3. Have you had any training?

CIBSE has been active with regard to the BSA but the general membership has not, with some Members being unaware of the Act's relevance to them and the organisation. This points to the need for better communication and publicity of CIBSE's work in this area.

For the last five to six months, CIBSE has been running a 1-day training course: Introduction to the Building Safety Act. So far, six sessions have been undertaken, and most attendees are non-engineers. This is a good sign that the wider industry is gaining awareness.

The BSA instructs the industry to collaborate in constructing safer buildings. The Act will see a complete change in ethos and attitude. It was agreed that everyone needs to be involved on an organisation-wide level, whether under the English legal system or not.

As part of the renewal system, a letter outlining the benefits of renewing membership will be sent to Members. The letter will now also include information about the BSA's increasing relevance.

Currently, CIBSE is the only organisation offering training on this subject. The organisation could also produce some simple introductory material because the Act applies to a wide range of stakeholders. A short video could also be uploaded to the CIBSE website.

Questions and Discussion

Responding to a query regarding whether CIBSE could become an accredited BSA advisor, it was noted that this is already in progress. The Contextualised Register will add another layer of competency, specifically for those working on HRBs. CIBSE has worked with several other PEIs and the Engineering Council to develop a framework for this.

The importance of enforcement was also noted. The regulator needs to insist that people demonstrate additional competence; otherwise, it will remain a voluntary scheme.

iv) Membership

Guiding question: "How do we encourage engineers of the future to overcome any perceived barriers to membership?"

- Barriers start at an early stage in STEM. CIBSE needs to reach schools and raise awareness of building services and the work of the organisation.
- The university-level barrier exists because students hardly know of CIBSE and will gravitate toward other PEIs due to their familiarity with them. Additionally, very few universities have specific Building Services degrees.
- It was observed that some of the accredited training development schemes are not being followed.
- CIBSE could help a pool of SMEs with resource sharing. Larger companies could also pitch in and support smaller companies.

Questions and Discussion

- A point for further discussion is whether CIBSE needs a dedicated membership and career officer in each region.
- Contractors and specialists are scarce within the organisation. Are they a missing piece of the puzzle?
- Which organisations should CIBSE primarily be targeting? Is there a database of information with a list of companies at whom membership can be targeted? The new market should be examined in order to determine how to get the right people to join CIBSE.

v) Knowledge

Simon Parker gave an introduction on this topic.

- The biggest part of CIBSE's commercial side is knowledge: how it is generated and disseminated. The platform has to be made future-proof and accessible.
- According to a membership survey, the journal is seen as a primary benefit; the guides coming second: TMs and AMs.
- 50% of people using CIBSE's current portal are non-members who pay to download information.
- The Knowledge Portal 3 (KP3) project is in progress and aims to become an agile platform that will increase benefits for Members.

- Problem statements: How to fully digitise and modernise the way in which knowledge is distributed? What should a modern knowledge portal look like and provide?

Discussion

- It was observed that there is currently no means of cross-referencing material, which should be made possible during the digitisation process. This will make it easy to extract precise and relevant information. A search algorithm that brings all relevant areas together could potentially be automated for the portal, and extended to include all relevant publications, articles and training.
- It was suggested that previous versions of documents such as guides should also be made available on the portal because sometimes one needs to find information that was relevant at the time a particular building was being built.
- It was recommended that engagement/awareness raising is carried out for existing guidance and not just for new releases.
- Alternative formats for knowledge must be explored, such as readable fonts and auditory support, in order to make the portal accessible and inclusive.
- Non-members can be incentivised to consider membership by being able to access popular documents on the portal for free. Improved advertising is required to highlight CIBSE's repository.
- There is the potential for experts answering questions and 'hot topics' being identified for further research or to add to CPD. Some of this can be connected to Regional presentations.
- Similarly, a dynamic helpdesk could be added to the website or portal to respond to spontaneous questions.
- A question asked was "Is the way we're naming guide documents helpful for search engine rankings?" It was observed that the way in which guides are titled does not currently make sense to the general public and that they are not search-engine friendly.
- Another suggestion is to explore audio-visual knowledge dispersion through volunteer experts who can offer Teams sessions on a particular subject.
- It was recommended that a presentation on how the portal works is created for apprentices and young engineers in order to bridge current gaps in understanding. In academia, lecturers also need to be brought up to speed on the changes within the industry. The aim is to bring the younger generation together regarding net zero. An Apprentice Manual or Lecturers Manual could consolidate this information. Contracts with colleges and consultants are currently being drawn up relating to this.
- Knowledge aimed at suppliers, manufacturers and other non-technical stakeholders should also be created.
- It was suggested that the portal should include other sources of information beyond CIBSE's publications. We should look at incorporating wider library and other institutions' databases. However, a point against this was also raised because it would involve the additional responsibility of keeping external information up to date. At this stage, it might be better to limit responsibility to our own publications.
- A significant limitation was pointed out relating to knowledge creation: CIBSE relies almost entirely on volunteer effort to produce content, with the exception of the digital series with an internal author. CIBSE could therefore invest more in dedicated technical authors, which will identify gaps and work to produce knowledge. Volunteer effort is a precious resource and dependent on when individuals can find the time.

- A follow-up query was raised regarding who produces the programme and whose interests will decide requirements and timescales. The answer to this can be found in the terms of reference of the Knowledge Management Committee.

Recap

- CIBSE should consider expanding its sources of information on the portal, for example, having access to other material subject to copyright and any other restrictions such as reliability. However, we must also consider the additional responsibility of keeping external information up to date.
- Materials are required specifically for students and apprentices as part of academic syllabuses and for other academic and non-technical stakeholders.
- We should investigate employing people full time to produce material and to make sure that the knowledge is adequate and up to date in all current subjects.
- There is a wealth of information but not all of it is up to date. Older versions of documents should also be made available.

Special Presentation

Lucy Sherburn, Graduate of the Year 2021, gave a presentation on her year of opportunities.

- ASHRAE Winter Conference January 2022, Las Vegas: Lucy was involved with various YEN groups and found further collaborative opportunities.
- ASHRAE International Building Decarbonisation Conference 2022, Athens: Lucy got the chance to speak about a technical topic for the first time.
- As a result of this exposure, she was also asked to become part of the advisory board for the BESA National Conference.
- All the different awards ceremonies organised by CIBSE and other PEIs were a valuable platform and catalyst for her to become involved in many initiatives, including various webinars, panels and conferences.
- Lucy undertook a 3-month programme where she hosted STEM sessions online for children aged 6 to 7.
- She has also been involved on a project within CIBSE on the heat network industry, creating videos on people's varying roles within the heat networks, aimed at school and university students.

Board Q&As

The following question from Council to Members of the Board was asked: "Is there a way that YEN can get involved with the Board in some capacity, perhaps as passive attendees, to gain exposure and training?"

- It was noted that it is not allowed to have someone on the Board who is not a voting Member or who does not have the legal responsibility of being a Trustee.
- However, the Board is trying to broaden consultation with all Groups, Societies and Regions in order to be truly representative of the community.
- Alternatively, interested YEN members could be offered time and mentoring from a Board Member representing a specific Region, perhaps taking on an apprenticeship role.

- It was also pointed out that there needs to be adequate YEN representation on Council before considering Board exposure. The global YEN Chair is supposed to be on Council.
- It was proposed that a YEN meeting should now be held on the morning of Council meetings.
Action: Membership Department to look in to.
- The challenge of how this organisation can become more inclusive for all Groups should be explored, and the operation should first be implemented around Council.
- The Board will report on issues/actions from this session at the next Council meeting.

Kevin Mitchell thanked everyone for their contribution and input.

- Meeting ended -

Attendance

In person

Adrian Catchpole ✓
 Andrew Bott
 Andrew Christopher More
 Andrew Paul Bissell
 Andrew Richard Rowe
 Andy Sneyd
 Annette Ash
 Austin Williamson
 Colin Ashford
 Darren Russell Sydney Woolf
 David Bryan Green
 David Fitzpatrick
 David Stevens ✓
 Dean Greer ✓
 Dimple Rana
 Farah Naz
 Gemma Louise Taylor
 Gonzalo Pastor Penalba
 Hakeem Makanju ✓
 Huw Blackwell
 Jim Kinnibrugh
 Jocelyn Drysdale Brownlie
 Kevin Kelly
 Laura Mansel-Thomas
 Leslie Darron Copeland
 Mahroo Eftekhari
 Mark Ian Crawford
 Mary-Ann Clarke ✓
 Michael Bennett
 Michael Burton
 Michael Thomas Curran
 Nicola Booth
 Paul Guyers
 Paul McGreevy
 Peter McDermott

Philip William Harrop
Pritpal Singh Jandu
Sanjay Chandu Modasia
Scott Mason
Steven Peet
Stuart MacPherson
Terrie Antony Lamb
Thomas Peter deBoeck
Tom Lelyveld
Vince Arnold

Online

Andrew Bissell
Owen Connick
Dave Cooper
Dimple Rana
Geoff Prudence
Katie Clemence-Jackson
Ruth KellyWaskett
Leon Markwell
Lionel James
Maria Spyrou
Michael Bartyzel
Mike Smith
Mohamad Tabatabaee
Peter Prentice
Sanjay Modasia
Scott Mason
Steven Peet
Susan Hone-Brookes

Staff

Clare Bott
Desiree Blamey
Hywel Davies
Ruth Carter
Simon Festing
Simon Parker
Roisin Sweeney
Natassja Van der Kraan

Apologies received

Adam James Scott
Alan Michael Fogarty
Andrew Krebs
Chris Aspinall
Douglas Alexander King
Fiona Cousins
Francis Wilfred Pilbeam
Ingrid Michelle Berkeley
John Mardaljevic
Kirstin Johansen

Peter John White
Rebecca Taylor
Stephen Arnold
Steve Clifford
Vasiliki Kourgiouzou

DRAFT