



## MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 14<sup>th</sup> June 2018 at CIBSE, Balham, London

### **Present & Signed the Register:**

Colin Ashford, Olu Babalola, Carla Bartholomew, Nicola Booth, Eleonora Brembilla, Jos Brownlie, Iain Carlile, Iain Clarke, Tony Day, Jonathan Gaunt, Wally Gilder, David Hughes, Kevin Kelly, Stephen Lisk, Paul Martin, Frank Mills, Andrew More, Bobo Ng, Philip Oliver, Saverio Pasetto, Geoff Prudence, Andrew Saville, Linda Vidler, Austin Williamson, Peter Wong, Darren Woolf

### **Apologies for Absence:**

Paul Angus, Vince Arnold, Jane Bastow, Ashley Bateson, Adrian Catchpole, Stanley Chow, Derek Clements-Croome, Les Copeland, Richard Davies, Reid Donovan, Laura Dunlop, Bryan Franklin, David Green, Lynne Jack, Nigel Jess, Phil Jones, Kayley Lockhead, Maria Longo, Stuart MacPherson, Nick Mead, Cathie Simpson, PL Yuen

### **In Attendance:**

Stephen Matthews, Desiree Blamey, Clare Bott, Carilyn Burman, Stuart Brown, Rowan Crowley, Hywel Davies, Bruce McGill

## **WELCOME AND INTRODUCTION**

Stephen Lisk opened the meeting which was the first of the current Institution year. He welcomed all members, particularly those new to Council. He also referred to the anniversary of the Grenfell Tower fire; Council stood for a moment's silence to mark that tragic event, which highlighted the importance of the work of the CIBSE and others in the industry.

## **1 MINUTES OF THE LAST MEETING**

1.2 The Minutes of the Meeting held on 8<sup>th</sup> February 2018 were approved as a correct record.

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

### **Regional Liaison Committee Update**

- 2.1 Peter Wong reported on the RLC meeting held that morning. The meeting had discussed data collection and use in the region in the light of GDPR requirements, and much useful information had been exchanged. Members in the regions were very enthusiastic to make progress, and work was being undertaken at HQ to provide support.
- 2.2 RLC had also discussed the possibility of Regional awards also discussed to provide encouragement and recognition of regional activity. Various options had been considered, with recognition of various aspects of regional activity, such as a major event, being discussed. Awards could be decided within the regional structure, or nominated by Council or another body; the feeling had been that it should be decided between the Regions, and Carilyn Burman had agreed to draft some criteria and options. Peter Wong thanked members for their support, particularly during his previous year as President.

### **Groups / Societies / Networks Meeting**

- 2.3 Stephen Lisk reported on a meeting held that morning for representatives of Groups, Societies and Networks. These had been held in the past, and Stephen Lisk was keen to reinstate this liaison meeting. The meeting had been positive and there was support for

further meetings to be held. Communication had been discussed, as well the need to develop HQ support for Groups, Societies and Networks. The benefits of improved collaboration had been considered, across all parts of the Institution, including the potential for sharing events in collaboration with regions. The potential for future publications had also been considered.

### **Nominations process**

- 2.4 Stuart Brown confirmed that the proposed changes to the Nominations process had been approved by the EGM in May and submitted to Privy Council for agreement to the required changes to the By-Laws. The June Journal had carried a request to all members to submit suggestions for candidates, and all Council members had been sent a similar request by email. The Nominations Panel would meet during the summer to consider candidates and prepare recommendations for the Board, and subject to receipt of Privy Council confirmation proposals for the election of Officers and Board Members to take office in May 2019 would be issued in accordance with the new arrangements.

## **3 ISSUES FOR DISCUSSION**

### **Grenfell Tower / Dame Judith Hackitt Report**

- 3.1 Hywel Davies introduced the issue, referring to the paper that had been circulated to members. It was noted that Dame Judith had been asked to review Building regulations and Fire safety, originally only in terms of high rise residential buildings, and hence her report focussed on that issue, but the question arose as to whether her findings should be applied more widely.
- 3.2 Dame Judith had presented a thorough and systematic report, considering the whole life cycle of buildings, which was challenging to three different regimes – building regulations, operating regulations, and fire safety. Those three areas did not always interact well, and in some areas may even be in conflict. The report had generally been welcomed, although it was unfortunate that the initial media focus concentrated on the lack of a specific recommendation to prohibit flammable cladding, rather than the wider issues. Dame Judith has stressed that the report presented a systematic set of recommendations, and would not be effective unless the full package were adopted.
- 3.3 A key theme of the report was competence, in design and construction but also in building operation and fire safety. Work was already being undertaken on competence by CIC and with others involved. The Society of Façade Engineers was providing support on working groups.
- 3.4 The report raise signification issues around the definition of roles and responsibilities, suggesting that the types of roles highlighted in the CDM regulations should apply around construction generally. A new role of principal engineer had been suggested but was not included in the report, and there would be much debate about who should occupy the role of principal designer.
- 3.5 It was thought that full plans were in future likely to be required at the design stage, and Dame Judith had recommended a joint competence authority involving building control, HSE and the fire authorities, who would check at gateway stages and be responsible for sign off. The current landscape of regulations and guidance had been found to be complex, confused and confusing and in need of radical reform.
- 3.6 It was expected that the promised review of Part L regulations in England, in devolved areas and in Ireland, would be of considerable relevance and would be much wider ranging than other reviews in recent times. It was noted that since 2010 a de-regulation agenda had prevailed, with building regulations seen as a burden on industry. The 2012 review was subject to 'one in one out' policy on new regulations, but it was thought there was now an acceptance that this could not apply to building regulations affecting health and safety.

- 3.7 It was noted that a small panel was being established within CIBSE to take the Institution's response forward, and would seek to draw on the whole breadth of the Institution. An immediate task was to respond to the open invitation to organisations for comment; this had been requested by the end of July, but it was felt that CIBSE ought to respond earlier, as would many others. The Secretary of State had also announced that the government would consult on a possible ban on combustible cladding, but it was not yet clear what this would mean in terms of whether by guidance or regulations, the definition of 'cladding', whether it would include entire external wall assemblies, and whether it would include materials of limited combustibility.
- 3.8 Members sought clarification of the process for analysis of responses, and Hywel Davies confirmed that this was due to be undertaken during July and August. More resource had been allocated within government to handle the matter, and a ministerial statement had been promised during the autumn to set out plans. It was almost certain that changes to primary legislation would be required, which was always challenging. Hywel Davies confirmed that he would welcome all input from members, including those who could discuss within their regions, groups and societies, to feed into the response. This would be needed within four weeks to allow time to collate the response.
- 3.9 The contribution of Hywel Davies to discussions and meetings in Ireland with government and standards authorities was acknowledged and appreciated. It was noted that in Ireland, the type of cladding material used in Grenfell would not have been permitted, and pointed out that the RIBA was very keen on a ban. Whilst this was understandable, that material should already not have been used on buildings over 18 metres in height, but this had not prevented over 300 buildings being identified that did not comply with Approved Document B. The issue identified was that the current regulatory regime had nevertheless allowed it to be used, and that it was the wider system that therefore needed to be addressed.
- 3.10 It was suggested that clients should also be made more aware of the issues involved, and encouraged to ask the right questions. This was noted, but it was pointed out that many clients of the industry could not be expected to be 'professional clients', and that ultimately it was the responsibility of the industry to provide safe and effective buildings.
- 3.11 The commercial and contractual implications were raised, and it was noted that the report addressed procurement and was quite critical about the application of value engineering and certain design and build practices. Certain contractual practices would have to stop if the proposals were accepted, because it would not be permissible for the design to be changed after approval. Changes during the procurement process that undermined design was seen by Dame Judith as a fundamental problem, and a formal sign-off process was likely to be required should any changes be necessary after the design was signed off.
- 3.12 Time pressures on sign off were raised, and it was noted that the report included measures that would affect this. Difficulties in handover had been discussed within government, and of the possibility that occupation of buildings might not be permitted until they had been signed off by the joint competence authority, which would have significant implications. It was suggested that the industry might welcome such a review, as often there was very little time for consideration, and that this might give more respect to the competence authority. The need to ensure that buildings remained safe throughout their lifetime was also critical, and this was addressed in the report.
- 3.13 The need for clarity as to what was and was not being signed off was pointed out, and this was likely to be of interest also to insurers. The difficulties with multiple occupancy buildings, of which some parts may be unoccupied, and with changes of tenants were however noted.

- 3.14 It was suggested that lessons be learnt from overseas where possible, including Hong Kong and Dubai, and it was confirmed that input was being widely sought. One issue already identified was that that UK was virtually unique in its approach to the use of desktop studies.
- 3.15 Stephen Lisk thanked Hywel Davies and the wider team for the work undertaken, and confirmed that further input from members would be welcomed.

### **General Data Protection Regulation – Legitimate Interest**

- 3.16 Clare Bott reminded members that there had been much attention to the introduction of the GDPR which was now fully in force. Work was continuing in adapting to the requirements, with policies having been revised, and account taken of further guidance that had been issued only shortly before the effective date by the Information Commissioner's Office. A new Volunteer Policy would shortly be issued which would specifically address the volunteers, and all Institution suppliers who handled CIBSE data had been put on new additional contract terms.
- 3.17 Clare Bott went on to explain the Institution needed a clear basis for the processing of data under the regulations. This would often be because people had specifically 'opted in' to receive communications, however there was also a 'legitimate interest' basis which would apply in a number of areas; for example, CIBSE members would receive the membership newsletter on that basis, even if they had not specifically opted in. Members were however encouraged to update their mailing preferences, to ensure that they only received the information that was relevant to them. All Group members – which included non-members of CIBSE – had been sent numerous emails ahead of GDPR introduction asking them to detail their preferences, and emails sent for all purposes had included a reminder to do so.
- 3.18 It was noted that 'legitimate interest' referred to the interests of the organisation, but that this had to be balanced with the interests of the individual and must not have an unreasonable negative impact.

## **4 REPORTS FROM SOCIETY CHAIRS**

### **ILEVE**

- 4.1 There was no report on this occasion as Jane Bastow was unable to attend the meeting.

### **SOCIETY OF FAÇADE ENGINEERING**

- 4.2 Saverio Pasetto reported that SFE continued to provide a forum for professions related to Facades, being endorsed by RIBA and IStructE whilst being an integral part of CIBSE. He outlines the Board membership of SFE, which encompassed a wide range of specialisms and was seeking to increase diversity. Hywel Davies and other relevant staff provided support, which made a significant contribution to the Society.
- 4.3 It was noted that SFE had about 1800 members, mostly affiliates and students, with many overseas. Efforts to encourage members to upgrade, and to recruit more member were ongoing and it was hoped to share information with other societies.
- 4.4 It was stressed that SFE had much to offer, and had played an important role over the previous year. Evening talks were held every month or two, city walks were undertaken to look at and discuss buildings. This helped to gather knowledge about the environment and to share experience and networking. The society presented an important award, Façade of Year, at the Glass Supper event with around 500 attending, which gave a very visible presence.

- 4.5 The Technical Committee was developing its work to make it more robust, and was working to develop interest and give members a reason to be involved. It was hoped to form a sub-committee with a representative for each sub discipline, so that SFE could respond on questions that arise relating to facades.
- 4.6 A dedicated committee had been established for post-Grenfell industry support, and SFE had contributed to working groups and the call for evidence; this had been a real challenge at short notice, and Hywel Davies had contributed greatly. A key issue was fragmentation, and SFE was keen to enhance integration in the industry. There had been much talk about flammable cladding, but there was little wider recognition of proper role of façade engineering and what it offers.
- 4.7 Chartership was considered a fundamental issue, and SFE was working to see whether CIBSE could provide a route for Façade Engineers, obtained through full membership of SFE. This would enhance the discipline and stress the importance of the role.
- 4.8 SFE had also worked to reconnect with its founding bodies, including RIBA, IStructE, and the Centre for Window and Cladding Technology, as well as CIBSE itself. It was also keen to make better connections with other CIBSE societies. It was noted that the Society of Digital Engineering was also considering a Chartership route, and would liaise with SFE.

#### **SOCIETY OF PUBLIC HEALTH ENGINEERS**

- 4.9 Jonathan Gaunt reported, having recently taken over as Chair from Stephen Vaughan, and noted that SoPHE had increased its numbers by 10% in the last year. It now had 1224 members, and an increase from 63 to 69 increase in industrial affiliates. There were significant numbers of student members, whom the society hoped to retain and convert to full members in due course.
- 4.10 SoPHE had 10 regions across the UK and overseas, with the newest being Midlands and UAE. Activities included CPD, discussion forums, guest speakers, young engineer events and technical trips. The potential for development in Hong Kong and India was being considered.
- 4.11 The Annual Dinner had over 300 in attendance and was supported. The Northern dinner attracted 130, and launched the Dr Steve Ingle Award, established to honour the contribution of the late Dr Ingle to education. YEN group activities were also positive with a number of events and trips, and the development of STEM related resources linked to Public Health engineering. A Young Engineers award was run in partnership with Engineers without Borders.
- 4.12 A number of technical bulletins were in preparation, and SoPHE was working on the LUNA phase 2 project with Heriot Watt University. A bursary and awards scheme was being introduced with the help of funding through Chris Sneath which would suppose the bursary for ten years. The SoPHE Journal was launched with a new look in November 2017, with a new Communications Officer being sought, and with development help from an external production house.
- 4.13 A Collaborative Working Group was being developed with CIPHE, IHEEM, ASPE and WMSoc. A mission statement and MOU was in place, and links to other's steering committees, and at YEN level, would help engagement and knowledge sharing. Work was also taking place on a Compliance Working Group to complement knowledge on manufacturers' and contractors' requirement. The industry working group, with the support of the industrial affiliates, provided great support, and there was now also a contractors working group with 6 involved.

- 4.14 Plans were also in hand to launch the SoPHE Centre of Excellence in September, working with industrial and contractors groups to badge a centre of excellence which would provide support and knowledge to help HNC and HND students.

### **SOCIETY OF LIGHT AND LIGHTING**

- 4.15 Iain Carlile reported on SLL, having taken on the role two weeks previously. SLL had 4,000 members across all levels and was engaged on all application of light and lighting. He reported on the many events that had taken place during the year, and the support provided to members as well as efforts to engage with industry and the public to promote good lighting for the benefit of all.
- 4.16 Attention was drawn to the Night of Heritage light at Oxford, which had illuminated 7 famous buildings including the Ashmolean and Radcliffe Camera. The second Pockets of Light had also been held, introducing school children to lighting designs, and the engagement and creativity on show had been most encouraging.
- 4.17 SLL Masterclasses had now been replaced by shorter Lightbytes held on various topics, which had been successful. Efforts to promote SLL in UAE were noted, including the Ready, Steady Light middle east competition.
- 4.18 Events to mark the 50<sup>th</sup> year of LR&T were noted, and involvement in the Paris conference, with presentations and debates having been well received. Ready Steady Light at Rose Bruford had also been successful and offered a great way for students to learn; the junior RSL sessions to children and teachers from 6 local schools had also been positive.
- 4.19 The Technical Symposium at UCL was noted, and the international day of light. Very active events were held in CIBSE regions and new guidance had been published including fact files and commissioning codes. The new SLL lighting handbook would be available in the near future, as well as further guides. The format of Lightbytes was being reviewed and plans made for the next series, including working in schools. Plans were also being made with the Facilities Management group for a session at Build2Perform Live.
- 4.20 Iain Carlile concluded by explaining his ambitions to review what SLL did and how it engaged to ensure it stayed relevant and appealed to the wider lighting community, and encourage growth, promote STEM and promote good lighting to a wider audience for the benefit of all.

### **SOCIETY OF DIGITAL ENGINEERING**

- 4.21 Carl Collins introduced the report, stressing that society was concerned with wider issues and not only BIM. It launched just over 6 months ago and had already attracted a couple of hundred members, half of whom had not previously been members of CIBSE. It was hoped to broaden the outreach to a wider membership. A partner member scheme for companies had recently been established with two having signed up, both of whom were very large software vendors. It was hoped to attract contractors, facilities managers and others in addition to software houses. A few guides had been issued in the Digital Engineering Series. Efforts were being made to 'unpack' BIM acronyms into practical language. One guide had addressed security, and consideration was being given to another on security of data during design.
- 4.22 Digital engineering training was being developed, creating training through e-learning modules based on publications. Three had been published, a further two were receiving peer review and a sixth had been written; three more were in the pipeline, and this would provide a core set of e-learning guides.

- 4.23 A series of roadshows had been undertaken and had now been converted into a training course run at Balham, and SDE had worked with SLL on LightBytes. It was stressed that Digital Engineering was not a discipline of its own, it was all about working across other societies and the wider Institution.
- 4.24 A set of symbols was now ready for release, based on electrical engineering as they have highest density – these would be releasing as files to be imported by other platforms. Automation was seen as a key area, and opportunities were sought across other disciplines, eg from SoPHE, where SDE could help with digital implementation.
- 4.25 CIBSE has been collaborating with UCL for some time on benchmarking, and had worked with them to develop an online tool. Work had been done with a web partner to deliver a good front end, to allow people to compare local as well as national averages. It was planned to provide a subscription service to draw directly on CIBSE information.
- 4.26 Work was also progressing on BIM with the University of Cambridge on Digital Built Britain project up to 2025. It was hoped in due course that progression for members through CIBSE grades would be facilitated, based on learning and experience.

## **5 CHIEF EXECUTIVE'S REPORT**

- 5.1 Stephen Matthews introduced his report, and invited feedback on the new format. He thanked the Society Chairs for their input and welcomed their enthusiasm. He suggested that following the Grenfell tragedy there was a 'once in a generation' opportunity to improve the industry and its practices, and that this must be taken, as there had been too much emphasis previously on profit over engineering quality.
- 5.2 Attention was drawn to the membership dashboard in the report. This had been developed to aid analysis and to understand trends, as well as the impact on society and benefit created. He invited Carilyn Burman to expand on the information.
- 5.3 Carilyn Burman introduced the membership slides, most of which reflected information to end April. A 5 year percentage change had been presented, but input on what was considered useful would be welcome. It was noted that there were a number of reasons identified behind the numbers presented, and that sometimes a decrease might reflect members transferring through grades, for example from Associate to Member.
- 5.4 The gender distribution of the membership was noted, with the number of female members still low, but increasing gradually. Regional numbers were also presented, and again any suggestions for useful ways of presenting this information would be welcome.
- 5.5 The charts showing membership changes from 2007 to 2017 appeared to show an increase followed by a decrease. It was noted however that this included Affiliate numbers, and had been affected by the introduction of free student subscriptions. Affiliate membership had jumped up when the Knowledge Portal was introduced, and it was hoped to convert more of these to corporate grades over time. Free student membership from 2012 had also created a big increase. However, after three to four years students come to end of free membership, and there was a high drop-off rate once payment was required. 2017 had been challenging due to CRM issues, and this had restricted the campaigns that could be run; it was hoped this would pick up again from the current year.
- 5.6 In terms of Corporate members, it was noted that there had been an upward trend year on year, and that retention of corporate members was much higher.
- 5.7 Stephen Matthews confirmed the objective to be a first class membership organisation; the new CRM was needed for that purpose and was now bedding in. 90% of members only interact with CIBSE electronically, and the Institution must rise to that challenge. He invited any questions, and comments on the style of the report.

5.8 Regarding comparison against other Institutions, Stephen Matthews referred to Engineering Council figures which showed CIBSE was the 6<sup>th</sup> largest with IStructE and IChemE just above us with about a 1000 more registrants. It was possible that CIBSE could become the 4<sup>th</sup> largest in a few years. He pointed out that age distribution was a key issue in the engineering profession, with the largest institution having a very high proportion of older members.

5.9 Regarding the Uff report, and the issue of those in the profession who were not registered, it was acknowledged that there were many more who ought to be joining institutions. Stephen Matthews suggested that the competence implications of the Hackitt report may drive additional registration, and noted that the Uff report had praised CIBSE's approach with its societies and special interest groups.

## **6 NEW INITIATIVES**

6.1 Clare Bott reported on plans for Build2Perform Live 2018, with about 18 different groups and societies involved in producing sessions. It was very positive that connections were being made and groups working together. High targets had been set, with 3,000 registrations targeted compared with 2,000 in 2017. Many attended after being referred by friends and colleagues, so Council members were asked to pass on the information wherever possible. 500 had registered already, and it was hoped that 2000 would actually attend compared with 1500 last year. More attendees would provide more exposure for groups and societies. The first draft of the programme would be issued in the current month, just over 50% of the enlarged exhibition space had been sold, and work had been done on acoustics to improve from last year. Those who had submitted proposals, were thanked, as had those who had volunteered to help.

6.2 Hywel Davies reported that the Technical Symposium would be held in late April in Sheffield, subject to confirmation. The symposium event had developed very successfully since its launch, growing from 100 attendees in the first year to nearly 250 at South Bank in the current year. It had also developed from almost entirely single stream, to this year's event which needed three lecture theatres. He encouraged all to consider attending, and to encourage others to do so and to consider submitting papers. The emphasis was to encourage younger engineers and non-academic papers that showed practical applications.

6.3 It was reported that the Environmental Audit Select Committee was looking into the issue of overheating in buildings. Anastasia Mylona had been called to give evidence, and whilst the Minister has suggested there were regulations in place, in practice this was not the case. CIBSE had briefed the committee, and this reflected a key way in which the Institution could exert a positive influence on relevant matters.

## **7 ANY OTHER BUSINESS**

6.4 Stephen Matthews reported that apologies for absence had been received from Bryan Franklin. Bryan had been unwell and had decided to retire from Council and from the Technology Committee after many years' service, which included serving on the Board and many committees of the Institution, of which he was a Silver Medallist and Honorary Fellow. Council acknowledged his huge continuation to the work of the Institution, and expressed their best wishes. It was also noted that Cathie Simpson had decided to step down from Council at this time.

## **7 DATE OF NEXT MEETING**

7.1 The next meeting was scheduled for **12<sup>th</sup> October 2018 at 1.30pm.**