



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 8th June 2017 at CIBSE, Balham, London

Present & Signed the Register:

Vince Arnold, Colin Ashford, Jane Bastow, Eleonora Brembilla, Richard Caple, Paddy Conaghan, Richard Davies, John Field, Wally Gilder, Jonathan Grimshaw, David Hughes, Lionel James, Kevin Kelly, Alfred Leung, Stephen Lisk, David Mather, Frank Mills, Kevin Mitchell, Catherine Simpson, Steve Vaughan

Apologies for Absence:

Hazim Awbi, Ashley Bateson, Adrian Catchpole, Stanley Chow, Derek Clements-Croome, Laura Dunlop, Tim Dwyer, Joshua Eckett, Bryan Franklin, Raef Hammoudeh, Susan Hone-Brookes, Lynne Jack, Phil Jones, John Mardaljevic, Patrick Nicholls, Geraldine O'Farrell, Philip Oliver, Jonathan Page, Samantha Pope, Andrew Saville, Ian Small, Tony Sung, Mariana Trusson, Neil Sturrock, Dave Wigley

In Attendance:

Stephen Matthews, Clare Bott, Stuart Brown, Rowan Crowley, Hywel Davies, Bruce McGill, Lucinda Watt

1 WELCOME AND INTRODUCTION

- 1.1 Peter Wong welcomed Council Members, in particular those attending their first meeting of Council. New members introduced themselves and informed Council of their background.

2 MINUTES OF THE LAST MEETING

- 2.1 The Minutes of the Meeting held on 9th February 2017 were approved subject to the amendments raised and further and subsequent clarifications requested by Cathie Simpson as follows:
- 2.2 2.1 Item 4.5: the second sentence was a statement made at the Feb 2017 meeting, not at the October 2016 meeting as suggested by the minute.
- 2.3 2.1 Item 7.3: the degree of challenge was the aging demographic ie the percentage of over 50s in the Member and Fellow grades.
- 2.4 3.1 Nick Mead stated that there was "no new governance" review and that there were just "two outstanding papers" being Board Appraisal and Nominations.
- 2.5 3.3 Nick Mead reported that FRAG would cover aspects of Governance and that a Communications Panel would be set up by Clare Bott by the end of February, and would have a mix of real and virtual meetings.
- 2.6 3.5 John Field thanked Graham Manly and other members of the Governance Task Force.
- 2.7 The numbers 3.2 to 3.5 had been duplicated in the minutes.
- 2.8 3.2 (2nd instance) President's visit to Regions – John Field said the "Next steps" were to confirm actions following these visits.
- 2.9 3.3 (2nd instance) The new email system was now operational except for one region.

- 2.10 3.5 (2nd instance) The Council members expressed a clear wish for more engagement with Senior Officers and a more definite acknowledgement by Stephen Matthews was given that this WOULD (not could) be arranged. This view was strongly supported by comments from Carla Bartholomew, Ashley Bateson and Cathie Simpson.
- 2.11 3.6 Frank Mills expressed concern that UTCs in Burnley and Oldham had been closed and Council agreed that the skills shortage was a real and pressing issue. Peter Wong confirmed a shortage of 4000 building services engineers. The Council saw this as a significant issue for CIBSE.
- 2.12 John Field suggested the President Elect as the single funnel. Cathie Simpson made the point that this was one of the first changes as a result of the GTF report and that it had not been enabled to function due to poor implementation and not as a result of a lack of support by Council members. Cathie Simpson believed that it was courtesy to the GTF to make a good attempt at implementation. Stephen Lisk suggested that Council members should decide the way forward and that he was open to ideas.
- 2.13 4.2 First sentence should read - It was noted that if the Panel continued its membership would need to be replenished as at least one member of the Panel was retiring from Council in May, and Cathie Simpson and Frank Mills offered to participate as members.
- 2.14 4.3 First sentence should read - It was suggested that there should be more strategic debate at Council and that the Board COULD contribute with input and ideas from membership and that Council Members' views should be solicited.
- 2.15 4.4 It was raised by Cathie Simpson that Council was the only CIBSE group which did not have visibility of each other's contact details. The reason given for this was Data Protection issues followed by the large number of emails which could potentially be generated. Cathie Simpson suggested that members could always chose not to read the emails or delete them and that the current arrangement stifled engagement, hindered progress and the sharing of ideas. Clare Bott was to consider these points and suggest a way forward.

3 UPDATE / RESPONSE TO ISSUES DISCUSSED AT PREVIOUS MEETINGS AND ON QUESTIONS RAISED

- 3.1 John Field reported that he had five visits remaining to be carried out, two of which were now arranged, and that he was committed to completing the visits. He had much appreciated the visits, and would provide a report on his conclusions. He also felt that the RLC meeting that morning had been very positive.
- 3.2 The report from RLC held on the morning of the meeting is attached at Appendix 1.

4 ISSUES FOR DISCUSSION

Raising of items for Council

- 4.1 Stephen Lisk referred to the discussion at the previous meeting as to how the Council agenda should be shaped to ensure real engagement. The CCP has been established to facilitate that process, however its operations had not had a good start and had not gained the traction that had been hoped for.
- 4.2 He suggested that another way forward might be considered, with the intention of simplifying the system, whilst also ensuring that Council input was sought and included on Council Agendas. He proposed that the President Elect should formulate the agenda, with input from one Council member. He suggested that an email might be set up for this purpose, to which any Council member could provide input. He welcomed input from Council on this suggestion.

4.3 The proposal to simplify the process was welcomed, but it was pointed out that that the lack of success of the CCP had not been due to a lack of interest in participating by CCP members, but had been due to procedural issues. Peter Wong pointed out that he had made efforts to move this forward, asking for suggestions, however in practice there had been problems with members of the CCP not having received requests for input.

4.4 It was agreed that a record should be retained of all suggestions received, and Stephen Lisk agreed to take this forward with Council Members who expressed interest.

Review of Nominations Process

4.5 John Field reported on this issue in the absence of Nick Mead, who was unable to attend, and explained the background to the proposal to review the Nominations process. It had been recognised by both Nominations Panel and PPC that patterns of retirements from the Board could result in a very large number of Board members changing at one time, depending on the outcome of elections. The Board was mindful of the need to ensure that CIBSE, as a Registered Charity, continued to have a strong Board with the necessary range of skills and representation, and with proper continuity and succession planning. Charity Commission guidance required Trustee bodies to ensure that these issues are considered and addressed, although the ability of the Board to do so was limited in practice by the requirement for the election of Board members.

4.6 It was noted that the process of nominations and elections was defined in the Institution's regulations, and any changes required the approval of a General Meeting but not of the Privy Council. It was intended to review the process ahead of a general meeting in 2018, which would then affect the 2019 elections if approved.

4.7 The timetable set for the review was as follows:

May 2017	Board agreed to proceed with review, with Council to be consulted
June 2017	Council informed of process to be followed
June 2017	FRAG to consider draft report from task force (Nick Mead, Stuart MacPherson, Ashley Bateson, with advice from Andrew Ramsay)
July 2017	Board to consider following discussion at FRAG
Sept 2017	FRAG to consider any input received from the Board, and Board to review and confirm draft proposals
Oct 2017	Council to be consulted on the Board's draft proposals and provide feedback
Nov 2017	Board to consider Council input and make any amendments to proposals it may consider appropriate
Feb 2018	Further opportunity for consultation with Council if required
March 2018	Board to agree final proposals
May 2018	Proposals to be put to AGM for agreement.

4.8 In response to questions, it was confirmed that Andrew Ramsay's input had provided background information on the approach taken by a number of other Institutions.

Council Input to Nominations Panel

4.9 John Field reported that the Nominations Panel had asked that this issue be raised at Council, to seek input from Council Members of suggestions for potential candidates for nomination by the Board as Board or Council Members. He informed Council that documentation would be sent out for this purpose, and agreed that it would be reviewed to ensure it was clear what information needed to be provided.

5 SOCIETY CHAIRS

INSTITUTE OF LOCAL EXHAUST VENTILATION ENGINEERS

- 5.1 Jane Bastow introduced the report of ILEVE, noting that a key issue was to progress applications more positively. They had experienced problems in securing information on the large number of Students who had joined, as it appeared there was a lack of detail held on new members who had joined.
- 5.2 She felt there was a lack of understanding within CIBSE more widely on the work of ILEVE, and outlined the key areas of expertise. ILEVE had run a number of events, including at Southampton University on Fume Cabinets, and an information day was scheduled to be held at the Health and Safety Laboratory at Buxton. She went on to describe examples of ILEVE's activities in industry collaboration, and its contribution to the review of HSE regulations.
- 5.3 In response to questions, it was explained that ATEX/DSEAR related to the zoning of workplaces where there was potential for an explosive atmosphere being generated, to ensure suitable protective equipment was used. Regarding the Fume Cabinets session, it was confirmed that it was hoped to run this at other locations. It was noted that the handling of asbestos fibres was within the scope of LEV, as were any hazardous gases.
- 5.4 Regarding the difficulties on progressing membership, it was asked how this could be resolved and Jane Bastow referred to difficulties in securing a meeting to resolve the issue. Stephen Matthews undertook to meet with Jane Bastow and Hywel Davies to move this forward.

ACTION: SM

- 5.5 Concerns over ventilation issues in schools were raised, for example when pupils were working with materials such as MDF without masks or adequate LEV. Jane Bastow suggested that an information sheet might be produced and Cathie Simpson offered to help with such an initiative. It was also understood that published information might be available elsewhere, including from British Standards. It was further noted that serious concerns could be raised with the local HSE, who would have a duty to follow them up, and that schools had a statutory requirement to have adequate processes, reviews and testing, and had faced substantial claims by teachers and technicians; these focussed attention on the issue, which was also a key concern of the relevant Unions.

ACTION: JB/CS

- 5.6 It was noted that all those who were active in general ventilation were welcome to join the Society, and that Council members could take this message back to their own Regions and Groups.

SOCIETY OF FAÇADE ENGINEERING

- 5.7 Graham Dodd reported on the activities of the SFE, which was working to provide a route to Chartered status for Façade Engineers from a variety of backgrounds including Mechanical, Structural and Civil Engineering and Architecture. Younger Façade Engineers found it difficult to become Chartered as there may not be an obvious route through any institution. SFE has discussed this with CIBSE Membership staff to explore ways to enable Chartered status to be obtained and it was planned to set up a Training and Development scheme acceptable to EC; this would enable all candidates to apply through CIBSE for Chartered status. Arup had developed a training and development programme which would be shared with SFE, and it was hoped that this could move forward in the near future. He would welcome sharing experiences with other Societies in this respect.

- 5.8 It was noted that SFE held regular technical meetings to which all were welcome to attend, and that these were focussed on the interaction of facades with buildings. A city walk was planned for 27th June to review a number of significant buildings in terms of facades, and details of this were available on the website.
- 5.9 Reference was also made to glass performance and to the biennial technical conference held in Finland which whilst focussed on glass had much relevant content in terms of facades generally. The Society was also working with the Glass Supper event on its award, for which many entries were received; this was an important means of generating profile and funds. It was noted that there would be a benefit in carrying funds over across the next two years, but that there was no mechanism in place to do so; it was agreed that this could be considered.
- Action: HD**
- 5.10 The Society was keen to learn more about its members and to communicate with them effectively and it was hoped this would improve as the CRM developed. It was noted that a regional grouping had been established in Hong Kong and was being encouraged to progress.
- 5.11 In response to questions, Graham Dodd explained that in terms of the relevance of facades to Building Services Engineers in general, the façade acted as the boundary of the internal envelope of Building Services. The Façade has a major impact on the effectiveness of Services, and could reduce the needs when done well. As façades become more dynamic they could make a significant difference to Services requirements.
- 5.12 The need for thermal modelling to understand building physics was pointed out, and reference made to issues such as condensation problems that were very hard to replicated in simulation. The need for good teaching of building physics was stressed and its importance to facades was acknowledged.
- 5.13 It was suggested that relevant research papers and case studies should be identified for publication, and it was noted that this had been undertaken successfully by SLL. Graham Dodd confirmed that this had not yet been undertaken by SFE but he welcomed the suggestion which would be considered further.

SOCIETY OF PUBLIC HEALTH ENGINEERS

- 5.14 Steve Vaughan reported on SoPHE developments, referring to strong growth of 61% in membership in a 12 month period. The number of Industrial Associates had also grown. Events being undertaken during the year were noted, including the Annual Dinner with over 300 in attendance, the Launch event for UAE region, the Northern Dinner and the Midland Region launch event. The Society was active in a number of CIBSE Regions, and engaged strongly with the Young Engineers Network.
- 5.15 It was noted that Water Aid was no longer supporting the Young Engineer award, but that SoPHE was now partnering with Engineers without Borders to run the award. .
- 5.16 There was much engagement with manufacturers, and Industry Associates funding was being used effectively to progress the output of Technical Bulletins. The first of these had been published and more were in preparation. SoPHE also sought to work collaboratively, and had links to the American Society of Plumbing Engineers, having presented at their 2016 convention. The LUNA project with Heriot-Watt was noted, and links to CIWEM had been refreshed.
- 5.17 Educational activities were described with three streams of activity, and the establishment of the SoPHE bursary, with generous support from Chris Sneath and Industrial Associates, was welcomed. Possible links to the London South East Technical College to progress

this were being explored. The Newsletter had now been relaunched as the SoPHE Journal and had been well received.

- 5.18 In response to questions, it was agreed that details of the West Midlands launch, which had only just been agreed, would be provided to the West Midlands Region. It was noted that shared competency forms were not yet in the public domain, but that this would be taken forward.
- 5.19 Regarding the potential for Chartered Public Health Engineers, it was noted that a degree had been established in public health engineering, but that due to the recession had not achieved the necessary numbers. It was hoped to develop awareness amongst trainees as to how they might achieve Chartered status, but it was early days in this respect. Details of membership requirements could be provided to all who wished to receive them.

SOCIETY OF LIGHT AND LIGHTING

- 5.20 Richard Caple reported that SLL had been very active, referring to a record number of entries for Ready Steady Light in March at Rose Bruford College. The award winners were noted, and plans were in hand for the next year's event. The Masterclass series had ended in May with good numbers attending including 50 in Dublin and over 60 in London, with strong attendances elsewhere. The next year's programme would be issued shortly.
- 5.21 The SLL AGM was held on 25th May, and there had been good attendance for the Lighting Awards. The work of the Technical and Publications Committee continued, with strong new Guides due to be issued in the near future.
- 5.22 He went on to refer to other events, including one in the current week at the Sam Wannamaker theatre at which the venue had been lit by candles. The Trotter Patterson lecture would feature Professor Peter Boyce speaking on 50 years of publication of LR&T.
- 5.23 Richard Caple went on to speak of his ambition to promote lighting as a career and as a profession. He referred to the Night of Heritage Light, which had been built upon following the original very successful event, and of positive engagement in schools. Work was in hand for a third event, working with Oxford University and their Curiosity Carnival event, at which was hoped to illuminate the Radcliffe Camera and other key buildings. It was noted that membership had now reached 3,745, with recruitment achieved amongst people who were new to CIBSE as well as to SLL.

6 CHIEF EXECUTIVE'S REPORT

- 6.1 Stephen Matthews introduced the report, explaining that its purpose was to report back on the Institution's activities to Council and to form a permanent record. It was also important that Council had the opportunity to ask questions of the Chief Executive and Senior Staff.
- 6.2 He drew attention to the growth of CIBSE membership over the years, but noted that over the last two years there had been a slight drop. The Societies were vibrant as had been shown, and there was good engagement in the regions as well, however the reduction in membership was a concern. Two new managers had been recruited in the membership department to address this as part of the Institution's strategic plan, although this had been affected by staff illness and departures. The Marketing team had also been strengthened and was now bedding in. The delivery of the new CRM had been essential, however it had taken very much longer and had been more expensive than anticipated, and it had prevented focus on delivering increased membership and other priorities. He believed however that the worst difficulties were now over and that real progress could be made.
- 6.3 He went on to report that whilst there had been growth in a number of grades of membership, there had been a decrease in students and in the Associates grade. He believed there were many opportunities, however, including through YEN, which had many non-members, as well as through the Groups. It was also positive that CIBSE Engineering

Council registrations had risen slightly, at a time when almost all other Institutions were seeing a decline.

- 6.4 Stephen Matthews went on to stress the importance of making volunteers feel part of the CIBSE family, and also stressed the importance of the mentoring scheme. Consideration was being given to simplifying the membership grades and the application process; this would take time, but the desire was to reduce complexity where possible. He stressed the importance of making the new CRM system serve the membership, and referred to the good Board Away-Day held at Cumberland Lodge in May. He thanked all those present, and the members they represented, for their contribution to the Institution.
- 6.5 Whilst the positive report was appreciated, it was suggested that the Regions did not hear enough directly from CIBSE, and suggested that the Chief Executive should undertake visits to Regions to talk to the members directly. Stephen Matthew confirmed he would be happy to visit regions, but stressed that he saw the role of the Chief Executive as supporting the Senior Officers, who should be at the forefront. Efforts had been made to have a visit to each region every two years by an Officer and a member of staff, although it had proved challenging to make those arrangements. It was acknowledged, however, that CIBSE should not be seen to be 'Balham-centric.'
- 6.6 Cathie Simpson suggested that from her experience as a Vice President, Officers were always welcome to attend regional events, and recommended that Officers consider what events they could conveniently visit; it was not necessary to wait for formal invitations. It was also acknowledged, however, that outward facing activities by the Chief Executive had to be balanced with the operational role, and that limited time was an issue. Stephen Matthews confirmed that internal management of CIBSE has been particularly demanding over last year for a variety of reasons including the CRM, but it was hoped that this would improve. Electronic communication was also suggested as a helpful approach.
- 6.7 It was also pointed out that CIBSE must respect the requirements of the broader membership. Those who chose to be actively involved were very important but were a small proportion, and for many the priority was professional recognition, the journal and technical information. There was a raft of other activities that the institution had to undertake, and in order to develop and grow the membership it was important to have concrete benefits to offer.
- 6.8 Stephen Matthews invited Council members to contact him by phone or email if they wished to raise questions, and he would be happy to respond.

7 NEW INITIATIVES

CIBSE / ASHRAE / REHVA

- 7.1 John Field reported on the opportunity that had arisen to work in a three way agreement between CIBSE, ASHRAE and REHVA, the European association of Heating and Ventilating Associations. This had a number of features in common with the bilateral arrangement with ASHRAE, to benefit from the common activities of all the organisations. All three have global or at least European reach, and there were a number of areas in which collaborative activity could be achieved. In particular, the focus was on technical collaboration, and avoided issues such as membership where there could be seen to be competition.
- 7.2 It was noted that there were no binding obligations, and any partner could withdraw on 60 days' notice; this was similar to the ASHRAE agreement. The wording had been adapted, however, to accommodate the fact that REHVA was a body with organisational members.
- 7.3 John Field concluded that this was a unique opportunity for collaboration, but without long term commitment or binding obligations. It was intended to ensure that both this and the CIBSE / ASHRAE agreements would be available to members.

- 7.4 Regarding any tangible developments from the CIBSE / ASHRAE agreement, it was noted that it reflected existing liaison which was ongoing, with mutual visits and discussions. A draft document on commissioning was being worked on to reconcile UK, USA and European standards, and work was being done on cyber security. There was commitment to ensure there were tangible outputs, and the agreements would be available shortly on the CIBSE Website.
- 7.5 Members suggested other potential areas for collaboration including Healthcare and BIM, and these were noted. A Briefing document would be considered.

ACTION: HD

BUILD2PERFORM LIVE!

- 7.6 Clare Bott reported on Build2Perform Live, to be held 21 and 22 November 2017. The previous single track conference with paid attendance had not worked as well as had been hoped, and lacked breath of content, as well as having venue and cost issues. It was hoped that the new event would address these issues, being focussed on Building Performance, and with free attendance. It would be bigger and more interactive, and more flexible, with 5 CIBSE Group Presentation areas, and 2 CPD areas. 14 groups had engaged in the programme, and it had generated considerable interest; additional ideas for the event would be welcomed. 50% of stand space had been sold, and 350 delegates had already registered, ahead of the announcement of content.
- 7.7 The intention was to provide an opportunity for all parts of CIBSE to showcase expertise, recruit more members and potentially run half day programmes. A list of those already signed up was shown, and a few more slots were available.

2018 TECHNICAL SYMPOSIUM

- 7.8 Tim Dwyer reported on plans for the 2018 Technical Symposium at LSBU on 12/13 April 2018. Abstracts were required by 11th September, and the intention to be inclusive and attractive to all was stressed. The event hoped to reach practitioners in all areas as well as academics, with papers from both. The Symposium had been a successful format with good networking and a limited number of exhibition stands. It was hoped to expand the event and to have more presentations.
- 7.9 Session proposals were welcome from Groups, Societies, Networks, Regions, with all Chairs having been contacted to encourage input. The 2017 Symposium at Loughborough had been very successful, with high levels of engagement and a good range of academic and practitioner presentations. It was noted that the 2018 Symposium was not a joint event with ASRHAE, as that collaboration took place every three of four years.

SOCIETY OF DIGITAL ENGINEERS

- 7.10 Les Copeland and Rowan Crowley introduced the proposal to launch a Society of Digital Engineers, which would seek to learn from existing Societies as to the best way to deliver success. The intention of the society was to address new additions to industry – BIM managers, co-ordinators, modellers etc. All BIM projects needed BIM managers, but those managers would have no natural professional home; it was intended that CIBSE should fulfil this function through the new Society, and it was believed that its role would grow in importance over time as technology moved forward.
- 7.11 Attention was drawn to the range of constituencies that were likely to be interested, which included all levels of experience involved in digital activities; young engineers and technicians for whom digital workflows were 'business as usual', mid-career engineers needing to adapt and engage with digitisation and senior engineers who need to manage and understand digital processes.

7.12 It was noted that as a Society, all members would be required to be at least Affiliate members of CIBSE. Care was being taken to map competencies for Digital Engineering professionals against CIBSE and EC requirements. Membership benefits were being developed, and a soft launch was planned for mid-July. Promotion would be increased during Build2Perform Live! and through a range of other activities.

7.13 Plans were also being made for a Launch Partner scheme, and industrial membership options were under development.

8 ANY OTHER BUSINESS

8.1 John Field reported that a positive response had been received in response to requests for members and a Chair for the Inclusivity Panel. A Chair had been selected after interviews, and six panel members had been identified.

8.2 Frank Mills drew the attention of Council to the very positive article in the Journal on the hot climate design conference held in Doha

8.3 In response to questions, 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. Following further requests for clarification of the role and purpose of the new Group, the proposal had been approved, and Ashley Bateson was working with proposers to plan a meeting of all interested parties to progress the Group's foundation. There had been concern that the remit covered a very wide range of activity, and efforts were being made to refine a more specific brief for the Group.

9 DATE OF NEXT MEETING

9.1 It was noted that the next meeting would be held on **13th October 2017 at 1.30pm** at the Building Services Engineering Centre, Balham.

CIBSE RLC Report to June 2017 Council

Apologies that the RLC Report to Council was overlooked on the day. I would like to report the following items from the RLC meeting:

- The Ireland BCAR (Building Control Amendment Regulations 2014) restricts any chartered engineer not registered with Engineers Ireland from signing off on building compliance. The Ireland Region have established a sub-committee to investigate the issue and help to find a resolution. Peter Wong is taking the issue forward on behalf of CIBSE and is due to meet with representatives from Engineers Ireland and the Engineering Council week commencing 12 June to discuss this in more detail.
- The regions agreed an action to make contact with course leaders at their local colleges and universities. It was suggested to offer guest lectures by practicing engineers, and to introduce the benefits of CIBSE membership for students including relevant guides and publications.
- An initiative to develop a template for a 'marquee event' that can be rolled out across each region was proposed and agreed. The South West Region's BREXIT Event was used as an example. David Fitzpatrick volunteered to chair a panel to establish the initiative for 2018.
- A presentation was given on CIBSE's new email marketing initiatives and their impact on improved member engagement. The presentation illustrated that CIBSE emails have seen a considerable increase in open rates and click-throughs since adapting the visual format and that as an organisation, we are now generating above average email engagement compared with public sector and non-profit organisations.
- A presentation was given on the upcoming changes to Data Protection Legislation and how this will affect CIBSE and the regions.

Stephen Lisk