

## **Council Meeting Minutes**

For the meeting held on Thursday 22 February 2024 at Balham and online

### **Welcome from the Chair**

CIBSE President, Adrian Catchpole (AC) opened the meeting and welcomed Council members, also expressing the sympathies of the meeting at the sad passing of Tony Sung, who had played a significant role at CIBSE over many years.

### **Minutes of the last meeting**

The Minutes were approved as a correct record of the meeting on 13 October 2023.

### **Chief Executive's Report**

Ruth Carter (RC) began by commenting on the departure of Hywel Davies, Chief Technical Officer of CIBSE, which would be fully addressed at the conclusion of the meeting. She went on to report highlights for 2023:

- Membership figures were the highest ever, with more people going through the chartership process, and continued growth to come.
- CIBSE Knowledge had delivered 22 new or revised technical guides in 2023.
- Revenue generated exceeded best pre-pandemic levels with strong performances all round, and the excess being reinvested in CIBSE.
- Membership support and engagement with members has increased – as has interest from the outside world in working with CIBSE.
- There will be investment in 2024 in the Knowledge Portal to make it more accessible, researchable, and easier to update.
- Voice: CIBSE has always achieved a great deal but has been less effective at telling people about it. Now, CIBSE is working hard to be proactive in informing members and the wider community. The result: increased and increasing awareness amongst members and elsewhere.
- COP28: for the first time, CIBSE had a presence, with Adrian Catchpole presenting in the Blue Zone. Feedback was very positive, confirming that CIBSE boxes above its weight and that – as one of the world's leading exponents of decarbonisation and net zero – CIBSE should definitely participate at the world's leading event on these issues.

- Premises: CIBSE spent 2023 getting its objectives aligned and ready to sell the Balham premises and move to an efficient, well-run environment that will represent CIBSE's building performance, building safety and net zero credentials. Sadly, problems with the original buyer meant that the planned sale fell through at the end of last year but the premises have been put on the market in January 2024 and are generating significant interest, with bids due in by mid-March. (The Chief Executive will update Council at the next meeting on the very positive progress made since February).
- Finally, RC asked Council to identify and nominate members for CIBSE Medals by the deadline at the end of March, reminding Council of the importance of recognising the contributions made over many years by some volunteers.

AC commented that CIBSE's move to new premises would be the start of a decarbonisation journey over 3 or more years as CIBSE methodically achieves its net zero goals, with the process and results being shared in the pages of CIBSE Journal.

### **Built Environment Futures**

Anastasia Mylona (AM), Technical Director, updated Council on progress with this project. It has taken time to finalise the scope of the project which looks at how the world is changing and how the profession needs to adapt and change to meet the challenges of the future.

- Working with the Arup Global Foresight team, CIBSE is now talking to CIBSE Members, Members of Council, Societies, Groups and Regions to identify the people in their organisations, perhaps in strategic roles, who can contribute their views on the challenges, and the changing contexts and factors – from energy to the wider environment.
- This work is under way, with the resulting Report expected to be ready in time for incoming President Fiona Cousins to present it at the AGM in June.

### **Regional Liaison Committee (RLC)**

Hakeem Makanju (HM) briefly updated Council:

- The next RLC meeting in March will be looking at practicalities such as email policy and practice, engaging with the EDI Committee and its objectives, introducing the President Elect, and more.

## **Societies and Groups**

Steve Clifford reported that the meeting had firstly discussed the Societies and Groups Manual that will be updated in 2024, followed by:

- Annette Ash of Women in Building Services Engineering (WIBSE) outlining the work of the Equity, Diversity and Inclusion (EDI) Committee and its sub-groups LGBTQ+, Minority Ethnic Groups, and Neurodiversity, and current ideas for improving diversity such as ensuring that speakers at events reflect CIBSE and Groups diversity.
- Eileen Bell, Head of CIBSE Knowledge had then discussed Knowledge Generation and how Societies and Groups can input and contribute.
- Ella Sumner of the Membership Networks Team outlined plans for the new behaviour policy that is being developed to ensure appropriate, professional behaviour at meetings.
- Finally, Anastasia Mylona had outlined for the meeting the Government Consultations in progress and to which CIBSE and its members are contributing.

## **UK Net Zero Carbon Building Standard (UKNZCBS)**

- Julie Godefroy, Head of Net Zero Policy, started by detailing progress with the CIBSE Climate Action Plan, which was first produced in 2019. It is updated annually, is available online, and covers all the areas where CIBSE has an opportunity to take action – ranging from its role as a professional institution, to chartership requirements and membership, as well as training and technical guidance, the Building Performance Awards, and more. Members of Council are asked to look at it (at [Climate Action Plan](#)) and to send in views and comments.
- New in 2024 is a mirror Action Plan for Companies: many organisations are considering the development of their own Action Plans, and this will try to identify the key points in the CIBSE Plan that could have an equivalent within organisations.
- Noted that it is mandatory in 2024 for CIBSE members to take Climate CPD.
- **UKNZCBS**
  - Started collaboratively 18 months ago and will allow other organisations to provide a Certification scheme. CIBSE, RIBA, BRE and many others are collaborating to develop the Standard which is about whole life carbon, not just operational – both have to be addressed. Air quality, wellbeing and other issues are not being addressed at this point, but perhaps in future. As the evidence develops, the numbers used by the Standard will change.

- There has been a high level of consultation and an open, public process that encourages ongoing contributions that will help to improve the Standard. Not only have the Governance Board, Technical Steering Group and Task Groups attracted hundreds of applications, but the response to consultations and calls for evidence has demonstrated the level of interest and support.
- It is not intended to be a British Standard or ISO because it is felt that this could restrict access to it.
- It covers most sectors of the built environment – from offices, schools and residential, to culture, sports, leisure and data centres – but not civil infrastructure. Science based, with lots of analysis of what is thought to be technically feasible in order to achieve the UK's net zero target.
- As an industry standard, it is not tied to government policy and is based on outcomes: not calculations of what might be achieved but, for example, measured embodied carbon as built and then the additional embodied carbon used for repair works, and so on. Any certification will only cover the period for which evidence is provided.
- Development of the Standard has used a plethora of existing work – including that of CIBSE and LETI – and offshoot projects are already developing. For example, it is likely that projects will in future report their information to the Built Environment Carbon Database.
- Carbon Offsets are causing concern because of the risk of 'Greenwash'. It is currently proposed to recognise projects that do and do not buy offsets, but to have rules about the types of carbon offsets that will be recognised.
- The beta version was expected in June (but it may be delayed by several months, with questions of detail as well as some significant issues still to be finalised).

AC commented in conclusion that COP28 had shown the engineering and construction industry speaking in terms of 'We know how to do this' and challenging Governments either to legislate (for quicker results) or to leave it to the industry to persuade clients to take the right and responsible approach (but slower results).

### **CIBSE Networks: updates on activities and initiatives**

- **UAE Region**

Marc Lynch, Vice Chair reported:

- UAE and Saudi Arabia are very busy, with a number of mega projects in the pipeline.
- The committee has been bolstered by additional members supporting membership, events, and so on.

- COP28 generated lots of activities and events: the Blue Zone not only featured CIBSE and AC but many discussions, panels, presentations.
- The Region has organised numerous site visits to major projects, including the Sustainable City at Yas Island.
- A Mutual Agreement has been signed with the Society of Sustainability and Green Materials.
- The successful visit by AC and RC included: visits to local universities; a panel discussion on being a leader; the Gala Awards Dinner with 25 categories and over 200 attendees (highest ever); student design competition focussing on Retrofit.
- CIBSE UAE is being well received by Universities and could share this experience with other Regions.
- its first locally focussed podcast relating to building services and sustainability has been broadcast.
- The UAE Technical Committee has worked with other organisations to 'localise' TM65 and will be working to publicise it, and to educate the market.
- YEN and SoPHE are organising events together and having a major impact; in discussions with SLL to get involved in UAE.
- Very active with CPD sessions such as modular construction and retrofit.

AC congratulated the UAE Region on the scale and success of its activities, and on the impact they are having.

- **Society of Digital Engineers**

Andy Krebs, Chair of SDE reported on the work and progress being made:

- Membership: working with CIBSE to move forward on Fellow, Licentiate and other grades. Competence metrics nearly ready, and will welcome first Fellows soon.
- Planning to run in person events this year on AI, membership, and a Panel to answer member questions.
- SDE Awards were very well received at Build2Perform, and resulted in better understanding of the SDE membership and its reach, which requires the Awards to recognise a more diverse skills set than hitherto. SDE is engaging with an international audience which mostly would not otherwise engage with CIBSE – and creates membership opportunities for CIBSE.
- Mike Bartyzel of Buro Happold takes over in June as Chair of SDE.

## **Update on activities and developments across Membership**

Richard Goldsbrough, Director of Membership outlined:

- Membership growth: increase of 1500 members on this time in 2023, with 50% of these being Corporate members. Renewals also up by 400 on this time last year, with positive feedback from those renewing. Applications for Corporate membership are also the highest for some years: 170 in the latest opening for Corporate membership.
- EPA Assessment: 92 applications in the most recent 'window', against 30 expected.
- The Team are working on making the experiential route to membership a smoother, quicker and easier process. At the same time, working to bring Society applications online and help their memberships to grow.
- The Groups and Regions were thanked for their engagement in the new planning and budgeting process, which has made a big difference in helping CIBSE to better plan and resource support.
- STEM Ambassadors: Council was encouraged to apply and to encourage Group members and colleagues to do so.
- Chartered Organisations scheme scheduled to officially launch on 17 April.
- Volunteer Agreement in development to show CIBSE's commitment to its volunteers (well over 850 at any time), and to support it with an appropriate governance structure. The Agreement is being discussed with the Board and will be communicated once finalised.
- The CIBSE Code of Professional conduct is being reviewed in 2024, and how it is promoted and communicated will be reviewed at the same time.
- CIBSE has been approved and licensed by the Engineering Council to run a Registration scheme for High Rise Buildings: details are being worked on and will be communicated as soon as finalised.

## **Update from Technical Team**

Anastasia Mylona provided further news of Technical activities:

- See above for UKNZCBS and Built Environment Futures.
- Consultation on Future Homes; see details on CIBSE website. Deadline for submission of comments is 6 March.
- CIBSE Technical Symposium to be held in April in Cardiff with a very rich Programme including 82 papers and 7 Posters. Council members encouraged to attend.

- Major themes from the ASHRAE Convention: decarbonisation; heat pumps for heating and cooling; data centres; retrofit; energy targets and metrics.
- Build2Perform Technical Programme for 2024: Groups, Regions and Societies are encouraged to come forward with outlines for sessions. The Programme will be finalised in June.

### **CIBSE Member Survey**

Melissa Drayton, Director of Marketing and Communications summarised the results of the Survey:

- 2300 responses (double the number in 2022), mainly from UK, then Hong Kong:
  - o 89% male.
  - o 57% aged 40-64; only 3% aged under 25; 38% not a member of another Professional Engineering Institution.
  - o 40% pay for their membership; 31% claim it back.
  - o 79% acknowledge that membership of CIBSE has benefitted their career.
  - o 78% feel that CIBSE is important within the industry.
  - o Overall NPS score is 'good' at 3.9 (as in 2020).
  - o Top 3 rated benefits: Knowledge Portal, CIBSE Journal, CPD opportunities at events.
  - o More value could be added through more online CPD, plus more international coverage, and enhanced collaboration with industry bodies.
  - o 89% prefer to receive communications by email, which is very much higher than all other channels.
- The Survey shows that CIBSE needs to be better at communicating its Member Value, though most members feel that CIBSE already communicates enough, and 2% feel that CIBSE is over-communicating.
- Marketing is now looking more deeply at how younger members are engaging with CIBSE, including on what platforms and where they access content, in order to better understand how CIBSE can improve engagement with them.

### **Hywel Davies: challenges past and present**

AC thanked Hywel Davies for over 25 years of service to CIBSE, expressing his regret at his departure, and invited him to review past issues and to look at the challenges ahead for the profession and sector. In responding, Hywel ranged across many issues and developments, including:

- CIBSE Knowledge: on his arrival in 1998, there were only 20 or so TMs, no AM10 or beyond, the CIBSE guides only ran to Guide G, there were fewer Lighting Guides, no Digital Engineering series. A huge team effort has widened and expanded the size and range of CIBSE Knowledge, which is still rated by members as one of the top benefits. It is essential that this continues: CIBSE Knowledge is independent, authoritative, cited in the Approved Documents and outside the UK, widely referenced, and seldom challenged. The Grenfell Enquiry saw CIBSE Guidance widely cited but never questioned.
- Changing context:
  - o Back in 1995, there were 147 construction industry bodies – professional and trade – now there are over 200. Can such an increase be positive?
  - o In early 2000, the Energy Performance Gap started to be discussed: it's now accepted that just because a model says a building will achieve a certain level of building performance, it doesn't mean it will get close to achieving it in operation.
  - o The Energy Performance of Buildings Directive is now 21 years old; Energy Certification was introduced around 2007-8; 2010-2017 saw coalition and one in/one out policy - nothing could be added to the Building Regulations which therefore were not updated for a long time and arguably contributed to Grenfell. As a result of which, Dame Judith stated that the whole system is broken, and we now have the Building Safety Act.
  - o And then Covid arrived and showed that we couldn't get ventilation right.
  - o What's next? Structure?
- Professional bodies: in the 1990s, Paul Morrell produced a definition which states that:
  - o Professional bodies must be controlled by a Governing Body that directs the behaviour of its members who subordinate their private interests in support of the Governing Body.
  - o The Governing Body should set adequate standards of education as a condition of entry.
  - o And members should attain an acceptable standard of professional competence and continue training through their professional life – post-Grenfell, we have been re-learning this.
  - o Governing Bodies should set ethical rules and professional standards – higher than any average trade body – for the benefit of the public. Exactly what we should do under Charity Law and Royal Charter.
  - o Governing Bodies should take disciplinary action, including expulsion, if members transgress – as CIBSE does.



- Governing Bodies should ensure fair and open competition in the practice of the profession.
- Professionals should be independent in thought and outlook: they actually have a duty to think!
- And a Profession must give leadership to the public it serves.

HD then outlined some of the thoughts that arise from this definition:

- Leadership is needed: the construction industry is not highly trusted at present because of Grenfell, but also because building trades consistently take twice as long as quoted – and charge more. The professions therefore have a fundamental job to work and collaborate with the industry to restore public trust in our sector.
- The Knowledge that CIBSE produces is fundamental and the Knowledge Portal makes it accessible to the industry, to everyone's benefit. We need to keep refreshing the knowledge to ensure it continues to be authoritative, peer reviewed and independent – and available throughout the UK and beyond.
- Competence: a lot of work has already been invested with CIBSE at the forefront of discussions. But it is vital to maintain competence.
- Collaboration: is essential in order to tackle the challenges and to rebuild trust – even if it is not easy with some organisations! The Government wants to talk with one body for Construction (not 200) and has chosen the Construction Leadership Council (CLC) beneath which are Construction Industry Council (CIC) and Construction Products Association (CPA). We have to work with these bodies and those on them in order to implement the Building Safety programme and restore trust.
- Product Safety; HD pointed out that Government at present is 'all at sea' on this, and needs industry to come together and work out what 'safety' looks like. For example, it's not just a piece of plasterboard installed in a wall with a hole cut in it – because, in the event of a fire, it will need firestopping and that means that it is not just a product issue but involves designers, installers, operators and maintenance - the whole industry.
  - So, there are big issues to tackle and rise to.
- **In closing the meeting, AC:**
  - Thanked HD again for his service and advice to CIBSE, wishing him every success in the future.
  - Also noted that Fiona Cousins would be chairing the next meeting of Council, and expressed his thanks to all the retiring Chairs of Groups, Regions, Societies and Committees for their contributions to CIBSE and to Council.
- **Date of next meeting: Thursday 27 June 2024**