

MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL

Held on 13th June 2019 at CIBSE, Balham, London

**Present & Signed
the Register:**

Colin Ashford, Michael Bartyzel, Bob Bohannon, Eleonora Brembilla, Jos Brownlie, Paul Bullock, Katie Clemence, Paddy Conaghan, Darren Coppins, David Fitzpatrick, Jonathan Gaunt, Wally Gilder, Sebastian Gray, Dean Greer, Lynne Jack, Stephen Lisk, Maria Longo, Laura Mansel-Thomas, Stuart MacPherson, Frank Mills, Andrew More, Bobo Ng, Atif Rashid, Barry Ronan, Jarrod Tandy, Martin Tunnicliffe, Andrew Saville, Linda Vidler, Austin Williamson

**Apologies
for Absence:**

Paul Angus, John Armstrong, Vince Arnold, Raymond Chan, Les Copeland, Fiona Cousins, Reid Donovan, John Field, Chris Iddon, Nigel Jess, Savario Pasetto, Geoff Prudence, Tony Sung, Darren Woolf

In Attendance:

Stephen Matthews, Stuart Brown, Clare Bott, Carilyn Burman, Desiree Blamey, Rowan Crowley, Hywel Davies, Sara Kassam

WELCOME AND INTRODUCTION

Lynne Jack opened the meeting and welcomed members attending.

1 MINUTES OF THE LAST MEETING

- 1.1 The Minutes of the Meeting held on 14th February 2019 were approved as a correct record.

2 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Regional Liaison Committee

- 2.1 Stuart MacPherson reported on the meeting of RLC held that morning. Some issues with Eventbrite had been discussed, and a simple user guide would be produced. The very positive developments in YEN were discussed, with more YEN members coming through onto Region committees. YEN groups were also effective in organising meetings in many regions and their contribution was acknowledged. There had been a presentation by David Fitzpatrick, Chair of Patrons, on the subject of materials that could be used in the Regions particularly for presentations to schools and colleges; Patrons were willing to support the development of suitable resources for this need.

Societies & Groups

- 2.2 Lynne Jack reported firstly on a meeting on Societies Rules held that morning, as part of the process to create a common template for Society Rules. Much progress had been made, but one or two issues remained to be resolved, particularly over arrangements for implementing the rules across the societies. Each society would also need its own specific rules, in addition to the generic rules. Kevin Kelly, Hywel Davies and Rowan Crowley were thanked for their work to progress this.

- 2.3 The Groups and Societies meeting had discussed the consultation on building regulations, which would be covered during the Council meeting. There had also been updates on Build2Perform and the Visiting Speakers schemes, and on operational matters.

Dame Judith Hackitt Report / Consultation

- 2.4 Hywel Davies introduced the issue, noting that it was two years since the great tragedy of the Grenfell Tower fire, with the second anniversary falling on the day after the Council meeting. The current consultation, which had arisen from those events, was the biggest undertaken in 35 years and perhaps the most significant that the Institution had ever had to consider. Attention was drawn to the tabled summary of the consultation document and there was much with which CIBSE should engage.
- 2.5 Dame Judith Hackitt's review of the Building Regulations had included many significant recommendations, and she had concluded that the system was not fit for purpose and in need of radical change. Whilst progress may have seemed slow, much work behind the scenes had been needed to reach the current point.
- 2.6 The government had committed to taking the review's recommendations forward, and the consultation did that and indeed went further; Dame Judith's review had been limited to high-rise buildings, but she had pointed out that change needed to go further and this was reflected in the consultation. The consultation addressed the whole life of buildings from proposal / design onwards, addressing the competence of those involved, materials, processes, people and products. Much in the proposals would require primary legislation, for which parliamentary time would be needed, but a firm commitment had been made.
- 2.7 The main themes of Dame Judith's review were recapped, including competence, regulation, accountability, clarity over regulations, putting residents at the heart of building safety and driving cultural change and responsibility in the building industry.
- 2.8 The consultation, after setting out progress to date, defined the buildings in scope of the review, which had been broadened to include buildings over 18m and addressed such facilities as hospitals as well as residential buildings. It went on to describe proposal for reform of how buildings are designed, built and operated, and to ensure the competence of those who undertake those functions. Most of the questions related to these issues, dealing with outline planning, full plans approval (including digital model requirements) and handover, with the principal designer and contractor having to agree together that what has been built matches the building regulations. They would be required to hand over the digital plans and other documentation to the occupier, and sign off would not be delivered until this had been done, with potential criminal penalties and insurance implications.
- 2.9 There would also be a requirement for a five yearly review, with a safety sign off required; this would include existing buildings as well as new construction. Refurbishment arrangements were also addressed.
- 2.10 There was a major emphasis on competence, with work done to define requirements across the full range of activities. It was clear that simply being CEng would not on its own be considered enough to ensure competence to work on buildings over 18m under the new regime. The identification and regulation of competence was a key issue, including which bodies should be responsible for defining and regulating competence, were important questions which remained to be answered.

- 2.11 The consultation also looked at information to residents, including what should be provided and when. There were proposals for a new regulatory body, again yet to be defined, which would be responsible for regulations, standards and products. It was noted that arrangements had been weak regarding products and this was being addressed.
- 2.12 Compliance and enforcement arrangements were also covered, and it was clear there would be much more robust enforcement activity.
- 2.13 There was a need to consider how CIBSE would fit in with competence requirements, given that corporate membership and registration would not be sufficient. There would be new Gateways, Building Safety Certificates and requirements to sign off, and new British Standards were expected. The new regulatory body would subsume BRAC, a new product safety regime would emerge probably through the Office of Product Safety, and major changes would be needed to Approved Documents.
- 2.14 There was a short timescale – six weeks – to respond, and a very wide range of inputs would be required. A spreadsheet pointing out likely input points had been prepared and this would be circulated electronically to Council Members. Hywel Davies encouraged all to engage with the consultation and provide input to the response.
- 2.15 Lynne Jack thanked Hywel Davies for his input, and invited questions. Regarding the timelines, Hywel Davies confirmed that draft material was needed by 15th July, and plans were already being made to make time at forthcoming key meetings to consider the issue. Staff input could be provided by Hywel Davies and colleagues in the Technical team. He confirmed that the consultation was a public document, and his notes and spreadsheet could be shared.
- 2.16 Regarding the scope, this was included in the consultation but it was recognised that there would be a cost involved and there may be need to start with a narrower scope. The commercial sector was likely to want inclusion in due course, so the scope was likely to increase as time went on.
- 2.17 It was noted that much in the proposals were already part of the system in Scotland, but that this had a resource implication for local authorities which created difficulties. It was asked whether government understood the cost and resource requirements; it was noted a new regulatory body would need to be staffed, and there were potential implications for local authorities. There were significant capacity issues, which would have to be addressed.
- 2.18 The inclusion of existing buildings was very significant, as it was likely that a great many would not meet required standards. Regarding the responsibility of clients, Hywel Davies believed that many clients would re-think their approach to their contractual arrangements; and that if doing so for buildings over 18m, they might take a similar approach on all their construction work. The need to flag up any potential knock-on implications was noted, as it would be more helpful to provide this in advance.

Building Regulations Parts L & F Review

- 2.19 Hywel Davies reported on the review, which was running until the autumn and concerned both residential and domestic buildings. Issues included pressure testing of buildings, and Anastasia Mylona was involved in respect of overheating issues, with Julie Godefroy on non-domestic buildings. A consultation document was expected in mid-September, which it was hoped would allow 12 weeks for the consultation process.

Inclusivity Panel Guidance

- 2.20 Atif Rashid reported on the work of the Inclusivity Panel, and in particular on the guidance information that the Panel had produced. He drew attention to the overall statement of the Institution's position on inclusion, and stressed the importance of CIBSE addressing these issues, even though there was no pressing legislative driver.
- 2.21 The guidelines produced set out values and expectations of all committees and volunteers to model good practice. It covered core principles, governance and recruitment and addressed meetings and events. Appendices covered terminology and provided links to other useful resources. The Panel hoped the document would develop over time, as feedback and suggestions were received. The membership profile of the Institution had already changed considerably particularly amongst younger members, and it was important that CIBSE kept up with developments.
- 2.22 In response to questions, it was noted that the TUC had not been consulted at this stage, but having reached this point it was hoped to take on other input. The Royal Academy of Engineering and Engineering Council had also emphasised the importance of this issue. Regarding monitoring and openness of reporting, it was noted that an exercise had been undertaken to identify where the organisation was in its progress; this had been done by all PEIs and the data compared. Other work through the Edge had been considered. Following the issue of the guidance, monitoring and tracking was the next step to make progress within the Institution. CIBSE was broadly in line with other PEIs at present.
- 2.23 Atif Rashid also invited Regions, Groups and Societies to appoint champions for inclusivity within their areas.

3 MATTERS FOR DISCUSSION

CIBSE Strategy

- 3.1 Lynne Jack introduced the item, and gave a reminder of the previous strategy work undertaken to prepare the 2025 Vision strategy. Work on the new strategy had progressed, and Council had been consulted in October 2018. Ongoing discussion and development had led up to the Board Away-Day in May, and further work was being undertaken ahead of the July Board meeting.
- 3.2 Four strategic pillars had previously been identified, being:
- Voice – stressing the need for good communication, empowering members and delivering the Institution's message.
- Membership – including the need to spread the message more widely and work with Group members who are not CIBSE members.
- Building Performance – including not only energy but health, safety and wellbeing.
- Knowledge – stressing the need to maintain and develop the Institution's knowledge.
- 3.3 A further pillar had now been added, being engagement. Engagement needed to be encouraged and recognised, and CIBSE had to be inclusive. This could include tracking the 'engaged' member journey, consulting stakeholders to understand their commitment, developing a volunteer policy and developing engagement pathways.

- 3.4 Work was progressing on the strategic objectives towards specific outcomes and KPIs, and to identify the necessary resources. The Board would consider this further in July, and it was hoped to provide feedback to Council in October this year.
- 3.5 It was noted that work was still in progress on strategic objectives, but it was suggested these be shared with Council. Input from Council would be welcomed, but the objectives would also take in the contributions made by Council last October; the strategy would not be published more widely until it had returned to Council in October.

4 SOCIETY CHAIRS

ILEVE – Dean Greer

- 4.1 Dean Greer reported on the work of ILEVE, noting that it had been a busy year. The ILEVE AGM had been held that week, and ILEVE had participated in the review of Society Rules. He referred to ILEVE involvement and input to HSE, with which there continued to be close links. The issue of the potentially carcinogenic effects welding fumes had been a major topic and had involved much activity, particularly in view of the large number of re-circulating LEV systems that remained in use.

SoPHE – Jonathan Gaunt

- 4.2 Jonathan Gaunt reported that membership had increased to 1,276 including 761 students. He welcomed the increase in female membership of the Society, and referred to regional activities in six CIBSE Regions. The Society ran a range of events with guest speakers, YEN events and Technical trips and had contributed to the Technical Symposium.
- 4.3 He noted the important role of many public health engineers within CIBSE, including the President as well as the Chairs of ANZ and UAE regions. He went on to outline a number of key events, including the Annual Dinner with over 300 in attendance. The Society was also represented at Build2Perform. There was a strong YEN presence within SoPHE and the range of YEN events was noted; the SoPHE YEN award continued in association with a number of charities.
- 4.4 SoPHE had contributed a number of Technical Bulletins, and was working with the technical department and collaborating more widely with Heriot-Watt and elsewhere. SoPHE bursaries had been established, in the south supported by Chris Sneath, and the north remembering Dr Steve Ingle. The SoPHE journal was being reinvigorated with a new committee and communications officer. A new collaborative working group had been established, working with a number of other bodies, and a compliance working group had also been put in place. The Industry Working Group had 70 members and provided financial support. The SoPHE Centre of Excellence had been established in partnership with Havering College, and was aiming to improve training, upskilling and career aspiration.

SLL – Bob Bohannon

- 4.5 Bob Bohannon reported on SLL, which held its AGM in the previous month. There was an emphasis on broadening membership, and it was felt that the proportion of women members in particular did not properly reflect the involvement of women in the Lighting industry. He referred to SLL initiative in education, including at Rose Bruford, and to the use of SLL awards to encourage engagement.
- 4.6 He went on to describe the LightBytes initiative, run with industry sponsorship, and referred to the 25 sustaining members that supported SLL's activities. SLL bursaries were continuing, and membership of the Society and of CIBSE were being actively

promoted. SLL publications continued to be revised and reissued, and the significant contribution of Paul Ruffles had been recognised in this respect.

SDE – Michael Bartyzel

- 4.7 Michael Bartyzel reported on SDE on behalf of Les Copeland. SDE now had over 400 members, with over 50% based outside the UK. The Society was expanding and was making good progress in a number of areas, including the development of guidance on symbols which had now been published and had achieved over 200 downloads. Software companies had also picked up on this work, and at least one was adopting CIBSE's symbols in its software.
- 4.8 The Digital Awards were continuing and would be expanded in the coming year.

Patrons – David Fitzpatrick

- 4.9 David Fitzpatrick reported on Patrons, which was celebrating its 40th Anniversary. Patrons existed to support CIBSE, and had supported such initiatives as careers and awards in the past. It had been agreed within the last 12 months that Patrons should become a Society, and there was a desire to focus on encouraging young people to choose a career in building services engineering. Patrons had 100 members, and it was hoped to encourage many more companies to become members of the scheme.
- 4.10 He referred to the annual House of Lords lunch, and to the establishment of the Lord Howie Award that had been created to recognise the work of volunteers; this had been awarded in its first year to Professor Tim Dwyer.
- 4.11 Patrons were keen to assist Regions with the provision of a toolkit for use in education to inspire people to become involved in the industry. Input from YEN was needed to this, to make sure the content was relevant to young people.

5 CHIEF EXECUTIVE'S REPORT

- 5.1 Stephen Matthews introduced his report, and in particular welcomed new members to the meeting. He thanked Council Members for their input to CIBSE as volunteers, without which the Institution could not function.
- 5.2 He referred to the new format of the Chief Executive's report, and asked members to give feedback on the format and content; it was important that it met the needs of members, and was useful to share within the Institution. The report reflected the huge range of activities within CIBSE, and he encouraged members to provide feedback on the support provided by HQ.
- 5.3 He stressed the importance of the current government consultation following the Hackitt review, which had been reported earlier in the meeting. He believed CIBSE was very well placed to make an impact, and stressed the importance of the focus on Knowledge which had been developed within the Institution.
- 5.4 Stephen Matthews went on to reflect on the time and focus given by the late Graham Manly to the Institution, and read the message send by Graham shortly before his death expressing his pride to have been involved in the work of the Institution.

6 NEW INITIATIVES

Visiting Speakers Scheme

- 6.1 Sara Kassam reported that the Visiting Speakers Scheme had now been launched, which it was hoped would be a useful resource for Regional events. Eight speakers

were in place for the pilot phase of the scheme and feedback would be sought from regions on the success of the initiative. A review of the scheme would be held after 12 months. All regions were also encouraged to spread information through social media and other means wherever possible.

7 ANY OTHER BUSINESS

- 7.1 Frank Mills referred to the CIBSE/ASHRAE awards for Graduate of the Year and Employer of the Year that would take place in October; these were still open for entries and there were details in the Council Report. Council members were encouraged to attend.

8 DATE OF NEXT MEETING

- 8.1 The next meeting was scheduled for **Friday 11th October 2019 at 1.30pm.**