



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 11th October 2019 at CIBSE, Balham, London

Present & Signed the Register:

Paul Angus, Vince Arnold, Colin Ashford, Carla Bartholomew, Ashley Bateson, Nicola Booth, Eleonora Brembilla, Jos Brownlie, Adrian Catchpole, Katie Clemence, Paddy Conaghan, Reid Donovan, Jonathan Gaunt, Sean Gibson, Sebastian Gray, Dean Greer, Bianca Howard, Mona Holtkoetter, David Hughes, Chris Iddon, Lynne Jack, Nigel Jess, Kevin Kelly, Andrew Krebs, Stephen Lisk, Maria Longo, Stuart MacPherson, Andrew More, Bobo Ng, Andrew Piper, Geoff Prudence, Atif Rashid, Andrew Saville, Jim Shove, Tony Sung, Jarrod Tandy, Martin Tunnicliffe, Austin Williamson, Peter Wong, Darren Woolf, P L Yuen

Apologies for Absence:

Derek Clements Croome, Les Copeland, Fiona Cousins, Laura Dunlop, John Field, Wally Gilder, Roger Macklin, Laura Mansel-Thomas, Kevin Mitchell, Linda Vidler, Karen Warner

In Attendance:

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

WELCOME AND INTRODUCTION

Lynne Jack opened the meeting and welcomed those attending, particularly the Institution's guests, Ringo Yu from the Hong Kong Institution of Engineers, and Darryl Boyce and Jeff Littleton from ASHRAE.

1 HONG KONG INSTITUTION OF ENGINEERS

1.1 Ringo Yu, President of HKIE, addressed Council, introducing the HKIE visitors including Peter Wong, Thomas Chan and PL Yuen who would attend the President's Dinner that evening. He referred to the long relationship between CIBSE and HKIE, and the mutual recognition agreement between the organisations which had been very positive and valuable. He referred to his theme of knowledge transfer to younger generations and promoting the work of the profession to the public. He stressed the importance of promoting engineering to the young and of working with teachers, even at primary school level. He referred also to the development of the Greater Bay Area economic area, which encompassed 9 cities with a total population around the size of the UK. This was of huge economic significance and, and reciprocal recognition arrangements were being developed in the area, in which there may be an opportunity for CIBSE to participate. He expressed his congratulations to Lynne Jack as the first woman President of CIBSE.

2 ASHRAE

2.1 Darryl Boyce, President of ASHRAE, addressed Council referring to the importance of the relationship between CIBSE and ASHRAE which were the only two truly global organisations serving the industry. He referred to collaborative working that was continuing on resiliency, on the Technical Symposium, and on developing young leaders, and suggested that much more collaboration was possible in future; a working group had been

established to take this forward. ASHRAE had developed a new strategy with revised vision and mission, focussing on resilience, air quality, organisational effectiveness and improving support for members. A new HQ was being developed, involving the refurbishment of a 1970s building with the aim of achieving net zero emissions. His personal theme was building for people and performance, and he felt that many buildings currently fall short, with a need for more focus on operability; buildings were more complex and building operators were not always equipped to operate them properly. ASHRAE was looking for opportunities to extend use of its standards outside North America and was seeking to encourage and develop students. He referred to the importance of CIBSE as a key partner of ASHRAE and looked forward to a growing relationship.

3 MINUTES OF THE LAST MEETING

- 3.1 The Minutes of the Meeting held on 13th June 2019 were approved as a correct record.

4 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Society Rules

- 4.1 Kevin Kelly reported on work undertaken to review the rules for Societies (which are formally Divisions of the Institution). The common elements had been approved by the Board, but there would be supplementary rules specific to each Society and these were under development. There were complexities involved, but it was hoped that the revised rules for all societies would be fully in place by Spring 2020. Thanks were expressed to Kevin Kelly and Hywel Davies for the considerable work undertaken in this respect.

Regional Liaison Committee

- 4.2 Stuart MacPherson reported that the regions had been very well represented at RLC that morning. Two presentations had been received, one on regional finances with CIBSE Hon Treasurer Adrian Catchpole which had explained the system and funding formula, and one on courses at academic institutions. The need to identify people to serve on industrial advisory panels at accredited universities had been discussed, and the associated benefit of learning about current research and engaging with students was noted. The Membership team had undertaken to advise regions of visits to colleges in their area.

Societies & Groups

- 4.3 Lynne Jack reported on the Groups and Societies meeting, which had received a presentation from Lucy Bamber on the use of social media covering all main platforms, with best practice and examples. Whilst many regions and groups used social media, this was not consistent, and the meeting also discussed some of the risks involved; it was agreed however that the benefits of visibility outweigh the risk. An update on publications had been received, and it was noted that the definition of the Natural Ventilation Group was to be reviewed and would be considered by Technology Committee. It was agreed that the meetings were serving a useful purpose and should continue.

5 MATTERS FOR DISCUSSION

Mission Vision and Values

- 5.1 Clare Bott outlined the process undertaken to develop the Mission, Vision and Values statement. CIBSE was very diverse in its scope which made this a challenging task as there was a large range of disciplines, voices and opinions to accommodate. The proposals had been discussed widely, and it had been agreed that the Mission had to be driven by the Royal Charter objectives but expressed in more contemporary language. The Vision statement – Better performing buildings for society and the environment –

reflected the need for a succinct wording. She went on to outline the wording of the four core value statements, headed lead, empower, champion and inspire.

- 5.2 Plans were now being made for the roll out of the Mission, Vision and Values, and input from Council members would be welcome regarding its further promotion and dissemination. Lynne Jack thanked Clare Bott, Stephen Lisk and others who had worked to progress the development of the Mission, Vision and Values.

CIBSE Strategy

- 5.3 Lynne Jack confirmed the importance of having clarified the Mission, Vision and Values to underpin the overall CIBSE Strategy. She gave an update on the progress of strategy development, and the process of consideration that had been undertaken by the Board with input from Council. Engagement had been added to the Strategy in May, reflecting the importance of engagement with volunteers in particular. Strategic aims had been developed for each area, and outcomes, KPIs and required resources were under consideration. Both internal and external versions of the Strategy would be developed, and these would be supported by operational plans.

Inclusivity Guidance

- 5.4 Atif Rashid introduced the Inclusivity Guidance, which had previously been discussed at the June meeting of Council. The guidance had been kept as simple as possible, covering communications, meetings, events, governance and recruitment, and was expected to evolve and develop over time. The Panel had considered guidance available elsewhere and had tailored the results for CIBSE. Events was the largest element, and it was hoped the guidance would provide useful pointers. Recruitment and Governance were key issues and it was important to set expectations with volunteers, consider succession planning, and to reach beyond personal networks to develop best practice.
- 5.5 Suggestions about inclusive terminology were included, and directions to other useful resources. Council members were invited to contact the panel with any questions and suggestions they may have; the Panel wanted to work actively with other parts of the Institution and reach outwards.
- 5.6 It was noted that the Panel had three priorities; to get inclusivity on agenda at highest level (which had progressed), to get better at measuring what we do (which needed a lot of work), and to address the low numbers of female registrants within CIBSE.
- 5.7 Council welcomed the report and the Guidance document which was felt to be very positive. The guidance on terminology was welcomed in particular, as practical advice was particularly useful. It was noted that the Panel recognised that progress would take time and was happy to help provide further advice.
- 5.8 The importance of communicating the guidance throughout groups and regions was stressed, and it was noted that a list of points of contacts through the Institution was being developed. The marketing team would also share and promote the document publicly. It was suggested that online examples of good practice in the application of the guidance would be useful, anonymised if necessary. Feedback on progress would also be helpful, and it was noted that the Visiting Speakers Scheme was intended to increase the range of speakers available. The guidance had now been shared with all Council members and was available online and could be spread and shared publicly. Note it's been sent to all council and is available online, can be spread and shared publicly. The value of learning from younger engineers – reverse mentoring – was also pointed out.

6 REPORTS FROM OVERSEAS REGIONS

Hong Kong

- 6.1 Raymond Chan reported on HK Region, which celebrated its 40th Anniversary in 2009. He outlined the membership of the Region Committee, and also the very energetic YEN group and it's chair and vice-chair. The Anniversary dinner was held in March, with many past chairs attending and a brochure had been produced with a history of the region. Membership was now around 2,750, and work had been done to strengthen interviewer engagement and recruitment to speed up the process and increase membership. There were many activities to support and promote the industry, increase networking and enhance knowledge and learning.
- 6.2 Raymond Chan went on to outline developments to promote Building Performance and referred to seminars on lift engineering and renewable energy. The CIBSE Hong Kong awards had a very strong judging panel from across the construction profession and industry, and Lynne Jack would be attending. Efforts were also being made to facilitate Hong Kong developers and clients to apply for the main CIBSE awards. Regular contact continued with the Engineering Association in Macau, and associations in mainland China. The range of activities was noted including the Hong Kong Joint Symposium, technical seminars and visits and training activities. Work with other Institutions including social activities and joint institution chairman gatherings were also noted. The Region also contributed to many government consultations.

CIBSE Ireland

- 6.3 Mona Holtkoetter reported on CIBSE Ireland, noting that there had been an increase in membership applications following the membership briefing by CIBSE staff in April – the value of these briefings was stressed, and a further session for 2020 was planned. She went on to outline the range of the Region's activities, including student activities and social events. In response to dropping CPD numbers in Dublin, content had been revised in increase interest, with a focus on issues such as Part L and Part F briefings. Elsewhere traditional CPD continued to do well, running in three other centres.
- 6.3 She went on to outline the Workshare exchange program, where similarly experienced engineers swapped roles between contractors and consultants for one day a week over a three months period. Very positive feedback had been received on this initiative. A Corporate Member lunch was planned in support of the broader strategy, seeking to enhance the membership experience; those gaining corporate membership from January 2018 to November 2019 were being invited to attend. The schedule of activities over the next 12 months was noted.

Australia and New Zealand

- 6.4 Paul Angus outlined membership of the Region committee, and also referred to the committee structure within individual Chapters. The geographical challenges of such a large region were noted. Regarding communication, an e-magazine had been produced for the last three years, and whilst this had been hard to establish it was now very strong, with the region producing content and sponsorship obtained through a commercial company, Adbourne, which had a wide reach and ensured good circulation. Successful podcasts had also been held using iTunes, Spotify and Soundcloud, which also improved reach. The ANZ e-Newsletter was used to entice people to the website, where the main content was provided, and generated a noticeable spike in access to the website.
- 6.5 Paul Angus went on to describe the challenges of raising profile externally, but also internally due to the geographic challenges; work to improve this continued. A committee on Education and Training had been created and a training course developed for Graduates and Young Engineers working with Multiplex; this should be launched in late 2019 or early 2020. Meetings had been held with university faculties, as there were

currently no Building Services courses and the Region hoped to influence this. A number of events had been held across all chapters, totalling 53 seminars in 2019 with 1937 attendees, an increase on 2018 totals. The young engineer awards were also successful. Challenges included the need to increase competency, and the region was working with HQ to secure accreditation in Queensland to register engineers.

UAE

- 6.6 Reid Donovan reported UAE, and in particular on Expo 2020 which would be held in the region; this would be a six-month event on a huge site with massive government spending in support, and much activity was associated with this at present. The scale of activity had impacted on other construction in Dubai.
- 6.7 The region was committed to raise standards in UAE and to raise the profile of CIBSE, as the area was very ASHRAE / American led. CIBSE was now more recognised, but there was more work to do. A strategy was being developed in support of the overall CIBSE Strategy, but with themes including influencing codes and government standards. Membership in the Region was now 411 and was increasing each year, with student numbers enhanced thanks to the efforts of the YEN team in universities. The transient nature of the population was a challenge, as people frequently relocated. The region had a full committee at present, which met monthly.
- 5.8 The Annual Dinner included an award ceremony with a local radio host, a talk from the British embassy, and with over 200 attending. A similar event would be held next year with additional awards. The list of future events was noted, as were the activities locally within YEN, SoPHE and WIBSE. The Technical committee had worked on guidelines to address different rules, and had produced a draft of a mechanical section; the concept was to capture all current standards including CIBSE's own which it was hoped to promote. This should be issued in about one month's time.

7 CHIEF EXECUTIVE'S REPORT

- 7.1 Stephen Matthews introduced the report, referring to recent climate change protests and noting that CIBSE members had the skills to make a practical difference. A huge amount of activity took place within CIBSE, as shown by the earlier reports, and the importance of CIBSE showing leadership was stressed. There were many challenges, and the need to give appropriate professional advice in difficult times was stressed. The professional middle classes had not always taken enough notice of what was happening in society, and it was important to articulate good advice. The need to raise the profile of Building Services Engineering and its role in creating a better future was emphasised; CIBSE increasingly needed to make its voice heard.
- 7.2 He went on to refer to the successful young engineer awards held the previous evening, which gave hope for the future in terms of the quality and passion of people joining the profession. He thanked all those who participated and attended and reported that next year an Apprentice award would be added.
- 7.3 He further reported that over 1,000 people had registered for the Build2Perform Live event at Olympia, and that it was hoped to reach 2,000 delegates. The event was free to attend, 60 stands had been booked, and much time devoted to make it a success; all were asked to attend if possible.
- 7.4 It was noted that Carilyn Burman was leaving CIBSE at the end of the year, after 7 years in the role of Membership Director; Stephen Matthews thanked her for her work and dedication to the role. He emphasised that CIBSE Staff were here to help and would be happy to answer any questions from Council members. He thanked all volunteers; their work was greatly valued, and this was emphasised by the inclusion of Engagement as part of the Strategy.

- 7.5 Regarding the recent climate protests, it was suggested that engineers needed to make their voices better heard. Stephen Matthews agreed, but stressed that the Board needed to agree the Institution's public stance, and that it was important to achieve consensus. Engineers had a duty to advise, but needed to bring society on board, and it was concerning when any breakdown of trust in leadership arose. The importance of delivering solutions, rather than simply complaining, was noted.

8 NEW INITIATIVES

Consultations

- 8.1 Hywel Davies referred to the CIBSE Climate Action Plan which was referenced in the CEO report and welcomed any comments and feedback from members. He went on to report on two government consultations that were underway as follows:
- 8.2 The Future Homes Standard Consultation set out an aim for new homes to emit 75% to 80% less carbon, and work was needed to clarify how this could be achieved. This would be relevant to many within the Institution, and input from members would be welcomed. A response would be made to government before Christmas. The most radical update to Part L in decades was expected, with the government's position having changed substantially in recent times, and it was important for CIBSE to make a positive input.
- 8.3 Members were thanked for their contributions in respect of the Grenfell Tower tragedy; the Institution's consultation response had been the longest CIBSE had ever made. He reported on the Competence Steering Group Interim Report, which had much significant content about competence in respect of re design, installers and building safety managers, and would need careful consideration. Work was continuing on government advice notes, one of which covered aspects of combustible materials in external walls. It was implied that many buildings needed to be brought up to, and indeed beyond, current regulations. It was likely that some developments would be stalled due to difficulties in getting sign-off. CIBSE was involved in a working group trying to help government in respect of the advice it wished to issue.
- 8.4 Another busy area concerned the digitalisation of the construction sector, and along with the other active issues there were perhaps more challenges than at any previous time. Thanks were expressed for the help received and members noted that it was clear that more competence was needed in the construction sector, and that legislation was needed.

9 ANY OTHER BUSINESS

- 9.1 Lynne Jack thanked all those attending for the very positive meetings held on the day, particularly those speakers attending from overseas, and noted the huge amount of work that was going on across the Institution.

10 DATE OF NEXT MEETING

- 10.1 The next meeting was scheduled for **Thursday 30th January 2020 at 1.30pm.**

