

Draft Council Meeting Minutes

Held on Thursday 29 June 2023

Welcome from the Chair

CIBSE President, Adrian Catchpole, opened the meeting and welcomed members and guests, stressing their role to challenge the Board of Trustees and hold it to account if necessary, and to 'think big' about what CIBSE can do to improve and achieve as an organisation – to the point that anyone working as a Building Services Engineer cannot imagine not being a member. He then briefly outlined the Meeting Agenda.

Minutes of the last meeting

The Minutes were approved as a correct record of the last meeting.

RLC

There was no report from RLC.

Societies and Groups

Reported that their meeting had discussed topics for networking events such as Building Safety, and STEM Ambassadors. Richard Goldsbrough (RG) had presented a strategy for the growth of the Institution and the part that Societies and Groups would play in achieving the ambitious target of as many as 40,000 members. This led to a discussion of their linkage to Membership and the centre, and the assistance provided from the centre. Eileen Bell (Head of Knowledge) and Ted Pilbeam Chair of Knowledge management Committee) then presented the Knowledge strategy for 2020-25 and the considerable progress to date, stressing the major contribution made and needed from volunteers.

Chief Executive's Report

Ruth Carter welcomed Council and, in particular, new members: as a consultative body, its voice and inputs are highly valued, as well as its questions and suggestions. She then outlined progress so far in 2023, including:

- AGM: standing room only presented a positive testament to the strong turnout of members who heard about the strength of membership and growth in revenues, which had resulted in the most successful year ever, driven by commercial revenues. She explained that the full annual accounts were not yet ready for the AGM but that there would be a dedicated Financial Briefing on 22 August to which all members are invited.
- Staffing: a lot of recruitment was in progress, which the move from Balham would assist since it is difficult to recruit in that location. Membership teams will benefit from new appointments, new Marketing and Communications Director starts at end of August, and progress being made on new Technical Director.
- Engineering Council had just completed a very successful 5-year audit of CIBSE, and new 5-year licence is confidently awaited.
- Membership renewals are at 87% which is a record level at this point.
- GDPR: this is known to be a bugbear and problem, and CIBSE is in the final stages of appointing a consultant to audit our processes, advise and implement compliancy improvements.

- Governance: the Review undertaken over the last 18 months has confirmed that CIBSE governance is good but needs to be iterative and ongoing, not 5-yearly. Documentation of governance processes and the implementation of recommendations needs to be tightened up – and will be. The Finance, Risk, Audit and Governance Committee (FRAG) will review progress at every meeting.
- CIBSE Training is trading well especially face-to-face training which is gaining momentum.
- The Technical Symposium was again successful in Glasgow, and the Building Performance Awards performed very strongly and above budget.
- Council was reminded of the Call for Nominations for the Board and Council and encouraged to put names forward.
- Premises: the Balham premises are under offer and effectively ‘sold’ subject to contract to a developer intending to convert it into a high-end Club/Community Centre concept. A 6-month tenancy at peppercorn rent has also been negotiated enabling us to stay in Delta House post-completion, if necessary. We are currently aiming for exchange of contracts at end of August, with Completion on 18 December, with the option to remain in Delta House for 6 months further.
 - The focus is now on specifying the ideal candidate building, and to find prospect buildings. An internal Premises Relocation Manager is now in place and will drive the process.
 - In response to a question, Ruth confirmed that the 2022 feasibility study had specified what was ‘mission critical’ for the new premises, and this is being applied to the search. This requires balancing building performance, building safety, and wellbeing requirements with CIBSE’s values and with practicalities of space to encompass ‘office’ provision with meeting spaces for Council, training and more.
- It is recognised that manufacturers and suppliers will be very interested in supporting the new premises, but there must be proper governance in place to scrutinise all offers and to ensure that the process is fair and impartial.

STEM Ambassadors

Adrian Catchpole then introduced Natassja van der Kraan and Ella Sumner from the Membership Team to outline the new STEM Ambassadors Scheme.

- The previous Scheme had become largely dormant in recent years, but a new partnership with STEM Learning, a not-for-profit, will provide the tools to help members promote STEM in schools. This will include enhanced training, as well as using their links with schools to provide access for CIBSE STEM Ambassadors – as well as providing a matchmaking service. STEM Learning enables activity to be recorded, and CIBSE to view the impact being achieved.
- Although CIBSE has 546 Ambassadors on the Portal, only 40 or so are currently active – though undertaking an impressive 176 actions in the last year.
- There will be heavy promotion through social media and email, with Regions and their connections with local schools a primary focus. Resources now available include 4 Career Guides covering all ages, as well as a Guide explaining Building Services for Teachers and Parents. Slide decks for 3 fully customised supporting Presentations based on the Guides are ready for use. STEM Learning also have training modules available online, including presentation soft skills.

- And – the Toilet Game is nearly tested and 20 to 30 sets will become available for use.

Chartered Organisations

Richard Goldsbrough outlined the developing Chartered Organisations scheme, pointing out that it would be important from the Building Safety perspective in demonstrating competence and professionalism, whilst also allowing CIBSE to increase its engagement with organisations as already demonstrated by CIOB and RIBA.

- Organisations would have to demonstrate levels of compliance and professionalism within Building Services, including training and professional development schemes for their staff. This would differentiate the organisation and show it working in partnership with CIBSE.
- CIBSE Chartered Organisations will go through a joining process that demonstrates their commitment, add credibility, and help win business. It will have its own dedicated Directory.
- The scheme is now being market tested (until October), fine-tuning the concept and the requirements of members. For example, 30% of leadership to be CIBSE members; commitment to quality management, health and safety, EDI, CPD, and more. Organisations will be accredited for a 3-year period, then re-accredited.
- Feedback from Council is welcomed and members are invited to arrange an initial interview by Teams to assess the potential of the scheme for their organisation.

Collaboration on Building Procurement

Hywel Davies began by pointing out that the Government will not change Procurement on its own, and that the I Struct E, CABE, and RIBA all share CIBSE's concerns about current procurement practice and the need for changes in order to comply with regulations and to meet user requirements.

A small group of interested parties is in the process of being set up and discussions are about to begin. Feedback and views or ideas from Council is therefore very welcome, and more news of developments will follow.

Redefining Building Performance

Adrian Catchpole introduced this session by reminding Council that Better Building Performance is part of CIBSE Strategy but that there is now a need to review and (re-)define Building Performance so that, for example, it will encompass IAQ, operational energy use, or embedded carbon.

Fiona Cousins moved on to outline plans and began by stating that CIBSE Members are more responsible for Building Performance than any other PEI members. Buildings must be safe for people and serve their purpose, but there are many other ways in which buildings impact people, society, and the health of the planet. CIBSE is very explicit about its Building Performance 'mission', not least through the Building Performance Awards and Build2Perform.

- Good reasons to think about new criteria for Building Performance include:
 - UN Sustainable Development Goals were introduced in 2015 and finish in 2030: the deadline is looming. 2030 is a common deadline and those in their twenties feel the need for more to be done, as well as recognising that buildings have a broad range of impacts. They also see issues of social equity as indivisible from matters of climate change, and as important.
 - At COP15, a global biodiversity framework was signed that will push policy and legislation towards biodiversity, net gain, and nature-based solutions. We need to discuss the implications of this for Building Services Engineering.

- The 4th Industrial Revolution, digital working, and CHAT GPT will all have impacts.
- Part of CIBSE's responsibility is therefore to take account of this wider context, and help move towards higher performing buildings. We should be describing the value of High Performance buildings to clients, advocating design choices that support better Building Performance, and taking a future-facing view.
- So much has changed that we have to change our approach to defining it this time. The suggestion is to start with a series of workshops for CIBSE members and invited others – probably clients and user groups – so that discussion goes beyond design building performance to explore wider issues.
 - The workshops would be held in the regions, with groups and societies, also with the Fellows and YEN Networks. Virtual and survey-based activity.
 - It is anticipated that the workshops will have impact and also generate their own energy and thinking that will get better and clearer and result in increasingly concrete action.
 - The results are expected to clarify what matters and where we need to see change in existing forums where CIBSE advocates. We also expect change in the criteria and level of performance that we expect in the Building Performance Awards which, in turn, will result in the development of training materials for members so that they have the skills, behaviours and experience needed. Similarly, new technical guidance – for example, biodiversity.
- This process starts in 2023 and will be a strong focus in Fiona Cousin's Presidential Year of 2024-5. Council is asked to help and provide feedback, ideas and opinions.

Action Points from Board Strategy Review

- Adrian Catchpole commented that there had been agreement, reinforced by speaking to members more widely, that the Institution needs to communicate externally more and better. An example being to speak publicly (radio, social media...) about Building Performance. A raised CIBSE profile encourages and attracts volunteers and the plan is to develop this, including utilising Patrons and Fellows Networks to achieve it.
- Knowledge Portal Version 3 (KP3) – the delivery system for CIBSE Knowledge outputs is being scoped so that a world-class tool is available to find the information that users require, and to answer their specific question. An online Forum is also planned to receive comments and feedback.
- Ted Pilbeam (Chair of Knowledge Management Committee) added that CIBSE Knowledge will be communicating and engaging more with members in the months ahead. 66% of our published knowledge is over 5 years old and may not yet have been reviewed: we need more volunteers to help us do this.

CIBSE Societies, Groups and Regions: updates on activities and initiatives

Society of Façade Engineering

- Rimmy Vij introduced the impressive range of activities undertaken by the SFE, including:
 - Successfully relaunched Awards in 2022 (to be held on 8 November in 2023): perhaps a model for other Societies?
 - In light of Building Safety Act, introduction of a route to CIBSE Chartership for SFE members, which will assist compliance with required competencies.
 - Launch of SFE 'hubs' in Dubai, Hong Kong, Italy and North America (starting in New York).

- Panel discussions, technical events, presentations by Award winners.
- Young Engineer/Student Affiliate Committee to encourage involvement and awareness at Universities.
- Funding academic research at Universities – notably Cambridge and Delft. SFE Technical Committee actively looks to develop and provide guidance on topics brought to their attention.
- Action Group tackling PI Insurance problems post-Grenfell.
- JV with CWDT to produce guidance on fire and facade design.
- Joint competency initiative with supply chain to tackle changing competency requirements.

Facilities Management Specialist Interest Group

- Geoff Prudence updated Council:
 - The Group is not just design operations consultants and has always been very proactive on sustainability, and strongly collaborative.
 - Guide M has proved very popular and well-regarded across the industry. First published in 1995, with revisions in 2008 and 2014, with a further new edition - to be released later this year - which is aligned with RICS NMR3.
 - Collaboration includes events such as debates and sessions at South Bank University, Online events started pre-pandemic and include two events with Dame Judith Hackitt, a CIBSE IT Controls Apprenticeship event, with a recent event facilitated by Dave Cooper at 55 Bishopsgate. Lots more in the pipeline.
 - It is well-recognised that SIGs are successful through the efforts of a handful of people: all members of Council are encouraged to continue to be active and to encourage colleagues and associates to do likewise.
 - Fellows Network: also running events such as the recent and well-attended Masterclass by Patrick Bellew, to be followed by online events with the Midlands and NE Fellows. Again, all Fellows are urged to get in touch and be active.

Hong Kong Region

- Gary Chiang outlined the current range of activities:
 - Data analysis that supports efforts to grow membership. For example, analysis revealed that prospective members struggle to write their report for the application process, so an event was organised where the process and its requirements was fully explained and questions were answered.
 - Introduced scheme for senior members to visit their old school and explain what the role/s of a Building services Engineer to young pupils.
 - Planning to expand the HK Awards to the Greater Bay Area including Shenzhen, Guangdong and Macao.
 - IT and AI are changing interactions and engineering, so revamping their website to enhance the user interface and interaction, reducing the number of clicks required to find what is needed.
 - Have approached the HK Legislative Council to improve the status of the engineer.
 - In addition to traditional seminars and conferences, also run social and networking events – golf days, dinners, YEN events.

Knowledge Management and Generation

- Ted Pilbeam provided a brief update on Knowledge progress:
 - Began by expressing his thanks for the invaluable work being done by Simon Wyatt, Chair of the Knowledge Generation Panel, Eileen Bell (Head of Knowledge) and Anastasia Mylona (Head of Research).
 - There are now 59 publishing proposals of which 30 are for updates of existing guidance, which is a positive trend. 5 titles are in production and 4 in peer review, with 29 proposals in active progress and 3 already approved.
 - BUT – help is needed: please go to the Knowledge section of the CIBSE website, identify the projects that interest you, and then make contact to help in whatever way - small or large – that you can.
 - CIBSE Research: there is a lot of activity including Weather Data, daylight calculations, acoustic characteristics, and energy benchmarking.
 - Collaboration is already important and is increasing with Institutions and other organisations. Actively funding the UK Net Zero Carbon Buildings Standard.
 - New Knowledge Portal (KP3) – see above – is being developed, moving from PDF guidance to HTML-type highly searchable format that can also use digital tools.

Appointments: Call for Nominations

- Rowan Crowley briefly ran through the practicalities of Nominating for Officers, Board and Council positions. Full information is on the website <https://www.cibse.org/about-cibse/governance/nominations-for-president-board-and-council> and Council was urged to consider standing or nominating someone now, not waiting until the deadline on 15 September.

Board Q & A and AOB

There were no questions for the Board and, after a long meeting, nothing was raised under Other Business.

Adrian Catchpole therefore thanked the attendees and concluded the meeting.

Date of next meeting

13 October 2023