



## MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 14<sup>th</sup> February 2019 at CIBSE, Balham, London

### **Present & Signed the Register:**

Vince Arnold, Carla Bartholomew, Michael Bartyzel, Nicola Booth, Eleonora Bremilla, Jos Brownlie, Tony Day, Dean Greer, Munis Hameed, Jonathan Gaunt, David Guzzetta, Mona Holtkoetter, Lynne Jack, Nigel Jess, Kevin Kelly, Stephen Lisk, Kayley Lockhead, Maria Longo, Leon Markwell, Paul Martin, Andrew More, Geoff Prudence, Atif Rashid, Andrew Saville, Darren Warmington, Austin Williamson, Darren Woolf

### **Apologies for Absence:**

Colin Ashford, Olu Babalola, Ashley Bateson, Adrian Catchpole, Stanley Chow, Les Copeland, Laura Dunlop, David Fitzpatrick, Wally Gilder, Colin Lehane, Stuart MacPherson, Laura Mansel-Thomas, Nick Mead, Kevin Mitchell, Bobo Ng, Tony Sung, Mariana Trusson, Martin Tunnicliffe

### **In Attendance:**

Stephen Matthews, Lucy Aldcroft, Clare Bott, Carilyn Burman, Stuart Brown, Rowan Crowley, Sara Kassam

## **WELCOME AND INTRODUCTION**

Stephen Lisk opened the meeting and welcomed members attending.

### **1 MINUTES OF THE LAST MEETING**

1.1 The Minutes of the Meeting held on 12<sup>th</sup> October 2018 were approved as a correct record.

### **2 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS**

#### **Statement by the President**

2.1 The President read the following statement, which would also be included in the March 2019 issue of the CIBSE Journal:

“Prior to the 2016 AGM, a ballot was held to elect Trustees and Officers to the Board of the Institution.

Along with candidates nominated by the Board, five candidates nominated by members, namely Eric Roberts, Derek King, Gay Lawrence Race, Chris Jones, and Catherine Simpson, also stood for election. The member-nominated candidates expressed concerns over certain aspects of the election process, which have been discussed at length since the election.

In particular, all candidates were asked to bear in mind that a Governance Review had recommended that canvassing be discouraged. The member-nominated candidates confirmed that they did not canvass during the election and raised a complaint. The Institution’s Regulations governing elections however, had never contained rules in respect of canvassing.

New provisions introduced at the May 2018 EGM clarify the position on canvassing in CIBSE's Regulations as follows: "Direct canvassing by candidates or by others on behalf of a candidate is not permitted. For the avoidance of doubt this does not prohibit private communications between individuals already known to each other for the purposes of obtaining nominations or otherwise in connection with the election process."

The Board would also like to confirm that all candidate statements submitted for the 2016 Ballot were presented in good faith.

As President, I would like to thank the five membership nominated candidates for standing for Election. We make the most progress by including and respecting different opinions. Experience guides the work of our institution and provides an opportunity to learn, grow and change, in a spirit of fellowship and mutual respect.

With this in mind, I am pleased that with the agreement of the member nominated candidates listed below, and the Trustee Board, that in best interests of the Institution this statement brings these matters to a close.

Stephen Lisk FCIBSE FSLI President CIBSE Trustee Board  
Eric Roberts FCIBSE  
Derek King MCIBSE  
Gay Lawrence Race FCIBSE  
Chris Jones MCIBSE  
Catherine Simpson FCIBSE"

### **Societies & Groups**

- 2.2 Kevin Kelly reported on a meeting of CIBSE Divisions (the Societies, ILEVE and Patrons) held that morning to discuss proposals for new rules for Divisions based on a common template. Much of the relevant rules was already covered in the Charter, By-Laws and Regulations and did not need to be revised, however it was useful to have a common template that would ensure a consistent approach across all six Divisions. There would be some specific rules for each Society that might vary as necessary, in addition or as a variation to the template approach. The Divisions were supportive of the approach, and it was hoped to conclude the review within the next six months.
- 2.3 Stephen Lisk reported on the liaison meeting between Groups and Societies that had also taken place. This was proving a valuable opportunity for Groups and Societies to share information and best practice, and in particular to encourage collaboration. It was hoped that the next meeting would consider some specific examples of collaboration, and the importance of making progress between meetings was stressed. The contribution of Groups and Societies to Build2Perform Live had been discussed, and the opportunity to develop this and make use of digital tools to encourage engagement through such technologies as live streaming. Stephen Lisk suggested that the opportunity to join a meeting of Groups and Societies with RLC should be considered to show the range of activities being undertaken.

### **Regional Liaison Committee**

- 2.4 Lynne Jack reported on RLC, which had focussed on a number of issues including support for Regions from HQ and the use of Eventbrite. Jos Brownlie had provided input on gaining instant feedback on seminars which had been valuable. Region representatives had shared feedback on challenges and opportunities faced in running a CIBSE Region. There was enthusiasm for better engagement between CIBSE Regions and universities and colleges, and it was suggested that liaison between RLC and the Accreditation Panel would be beneficial. The Regions were also keen to know more about Patrons and to interface with them, and to share good practice on the use of Social Media in the work of the Regions.

### **3 MATTERS FOR DISCUSSION**

#### **Build2Perform Live**

- 3.1 Clare Bott introduced the report, noting that considerable improvements had been made with acoustics, although further improvement was possible. Exhibitors had increased to 53, and attendance was up from 1700 to 2000. High attendee satisfaction with the technical content had been reported, with most saying their attendance had met or exceeded their expectations, although there was scope for further enhancement. All speakers said they would be willing to speak again, and positive feedback had been received from exhibitors about the quality of visitors. The importance of exhibitors having technically knowledgeable presenters on stands was noted.
- 3.2 New initiatives in 2018 had included the Women's Breakfast which had been a success. The objective of delivering content that allowed people to make a difference in their work as a result of their attendance was stressed.
- 3.3 Regarding the 2019 event, Sara Kassam reported on current planning which included a framework of themes on which input was requested and would be valued. Plans were open on the structure of sessions, to allow input to determine this as appropriate. There would be detailed technical presentations, current issues, and Q&A / debate sessions to vary the format and to use the venue effectively. Ways to encourage networking with meetings and workshops were also under discussion.
- 3.4 Key topics included systems integration, modular and offsite, digitalisation, people competence and skills, knowledge generation priorities and government policy. Input was sought to refine these schemes, identify speakers, determine the format and establish what attendees needed to take away from the event. The spreadsheet template would be circulated, and the timescale for input was set out. Indications of interest from Groups, Societies and Networks were sought by 25<sup>th</sup> February, and a GoTo meeting was scheduled for 26<sup>th</sup> February to allow for a discussion.
- 3.5 Around half of those present at Council had attended the 2018 events. It was suggested that a session might be included in 2019 specifically for new talent, rather than established speakers, to encourage inclusivity. It was suggested that a focus on ways of working could be valuable, because these were changing considerably. It was noted that the exhibitors effectively funded the event, and the target this year was to reach 80; all members were asked to consider whether they knew companies that would benefit and could be encouraged to exhibit.
- 3.6 The possibility of live-streaming and webinars was noted, however it was felt that this might not help to encourage exhibitors, who wanted attendance in person. The difficulties in promoting exhibitors over live streaming webinars was noted, but it was suggested that approaches to this could be considered. The importance of encouraging exhibitors to make their stands interesting and show innovation was stressed. The possibility of using virtual reality as part of the event was also suggested, perhaps tied in with an augmented reality competition. The importance of providing clear deliverables, to justify the cost and time of those attending, was stressed; case studies could help with this to show how people could apply the knowledge that was being presented. A drop-in surgery for membership requirements might be considered, as this might be relevant to younger engineers; this would be considered further. The importance of social media presence was noted and a YouTube travel / live Instagram posting / Facebook wall could be considered. Audiences also valued information on lessons learned from experience and this might be enhanced. There might also be an opportunity for speakers to present beyond those attending, particularly outside the UK.

## **CIBSE Strategy**

- 3.7 Stephen Lisk introduced the update on development of CIBSE Strategy, which included five streams of activity being the Voice, Membership, Building Performance, CIBSE Services and Technical. Updates were given on each area, and input from Council was sought. The Institution had limited resources to address potentially unlimited aspirations, so prioritisation was critical to ensure CIBSE made a difference in the most critical areas.
- 3.8 The Institution needed to be clear about its core purpose and the Voice stream sought to clarify that purpose, simplify the message and to amplify and communicate it effectively. Work had been undertaken to define the purpose in 200, 50 or 20 words, and there was an emphasis on the role of CIBSE as thought leaders, and to raise the profile of the Institution. The use of all channels of communication including blogs was being considered, as was creating champions to support this message across all parts of the Institution's work.
- 3.9 Regarding membership, much analysis had been undertaken on the Institution's current membership. Overall numbers of members were steady, but the demographic was such that there was a need to encourage more young members to join. Plans were being refined around recruitment, but it was acknowledged that of the many possible initiatives it was necessary to focus and concentrate resources on the most effective. Trailblazers and end-point assessments were also noted, and the need to set realistic targets given the demographics and external circumstances was stressed.
- 3.10 Regarding Knowledge, the importance of developing and maintaining the knowledge base was stressed. Knowledge was fundamental to the authority of the Institution and the delivery of its objectives. Kevin Kelly explained the intention to document the perceived SWOT analysis of CIBSE's knowledge, and invite Council input to confirm the view of the Institution's areas of strengths and weaknesses, and the opportunities and threats it faced. Input would be crucial, as the breadth of the working group was inevitably limited.
- 3.11 The Building Performance stream was being led by Ashely Bateson. This was at the very centre of CIBSE's mission as the ultimate objective of CIBSE's work was the performance of the built environment. The need to define and measure building performance, close the performance gap and identify champions for Building Performance was noted, as well as the need to inform the public through better media engagement and a focus on wellness and safety. A broader steering group was to be established to take these issues forward and raise the visibility of CIBSE on building performance issues and to improve focus, measurement and communication. The need for early involvement of Building Services Engineers in projects was stressed, and it was suggested that CIBSE should press for this through collaboration for example with RIBA and others. The interface between building controls and users was also important, as controls had to be simple, understandable and reliable if buildings were to operate as they should. There was a danger of a credibility gap, and the needs of occupants had to be clearly established and put first in the project to avoid this. Post occupancy review then had an important role to play. Clients also needed to be guided as to appropriate requirements, and the industry was not always good at this. The mismatch between the interests of contractors and those of the long term use of the building could also be unhelpful. The value of building performance needed to be communicated clearly to clients.
- 3.12 Regarding CIBSE Services, it was noted that its role was to pick up on the opportunities arising out of the priorities and to generate income for the Institution. Opportunities were sought to leverage the knowledge of the Institution, through speedy development and the appropriate forms of delivery. A number of initiatives were under consideration.
- 3.13 Finally, the need to align operational activity with the strategy was stressed.

## General Data Protection Regulation

- 3.14 Stuart Brown introduced the update on the Institution's approach to meeting GDPR requirements. Members were reminded that this was a legal requirement and that failure to adhere to the regulations could potentially result in substantial fines, but also in damage to the reputation of the Institution. Work had been undertaken to ensure that data was held securely within CIBSE HQ and in cloud-based systems, and it was important to avoid a proliferation of additional lists and spreadsheets of data which could not then easily be controlled, and would be difficult to keep up to date as required under the rules. It was noted, however, that whilst the GDPR introduced challenges and new requirements, it also offered an opportunity to improve standards in the Institution's operations.
- 3.15 Specific issues likely to be of interest to Council members were covered as follows:  
**Member Lists for Regions/Societies/Groups** – it was best to avoid holding lists separately and to rely on the HQ database wherever possible to ensure data security and to ensure data was up to date. Where a Region, Group or Society had a specific need for a list, this should be discussed with HQ to establish the best way to meet the purpose.  
**Confirmation of Membership Status** HQ would continue to confirm membership status to those making enquiries, but procedures were in place to ensure that this did not result in personal data being disclosed inappropriately.  
**New Member listings in the Journal** - newly elected members would continue to be listed in the Journal, and this use of data would be made clear to those applying  
**CPD suspensions** – should a member be suspended due to failure to comply with CPD requirements, this information would not be published in the Journal  
**Volunteers given personal data** – Volunteers who are provided with personal data (eg membership interviewers) must not retain it longer than necessary to carry out the task. A Volunteer Data Protection policy will be issued with guidance to volunteers  
**Applications to join Societies** – Society volunteers must not hold applications with applicant details longer than is necessary – data should be destroyed or returned to membership team  
**Emails between committee members** – we do not think it is unreasonable for committee members to be openly copied in on emails between the committee – however the bcc field should be used to protect personal data (email addresses) if circulation is wider  
**Company requests for member details / receipts** – we do not believe we can confirm membership details to employers unless the members have explicitly consented to this

## 4 CHIEF EXECUTIVE'S REPORT

- 4.1 Stephen Matthews introduced the report. He felt that the Institution was developing a very positive momentum, which had been reflected in the meetings held on the current day, as well as such initiatives as the Building Performance Awards held earlier in the week. He also drew attention to the success of the CIBSE Journal, which was celebrating its tenth anniversary under the current publishing arrangements. The unique arrangement, with Cambridge Publishing dealing with the editorial work and Redactive the commercial sales, had proved very successful, being very well received and highly rated, and providing a financial contribution of around £100K to the Institution.
- 4.2 He went on to stress the importance of Building Performance and the growing emphasis on this issue. It had the potential to inspire young engineers, and offered a chance to benefit society in line with the Institution's objectives. He also drew attention to a recent Royal Academy report addressing challenges to the profession, and noting a number of key statistics which indicated that much more needed to be done to promote STEM engagement and the engineering profession.
- 4.3 Stephen Matthews also noted the likelihood of a new building safety executive and a compliance regime for high-rise buildings. This could provide an opportunity for the establishment of a satisfactory regime which could hopefully cascade down across the

wider industry. Stephen Matthews acknowledged the efforts of Hywel Davies in contributing to this work. It was suggested, however, that the focus on high-rise buildings may leave out necessary improvements in respect of smaller buildings.

4.4 Regarding the content of the report, members were content with the approach and content and it was noted that the abbreviated content would be available on the website.

4.5 In response to questions, it was noted that the need to respond to climate change was very much on the agenda for the Institution, and needed to be considered in CIBSE guidance.

## **5 NEW INITIATIVES**

### **#IamCIBSE**

5.1 Lucy Aldcroft reported on this member engagement campaign, which sought to encourage members to emphasise their association with CIBSE and celebrate the work they do in the industry. Research suggested that there was a lack of sense of community within CIBSE, and insufficient emphasis on the breadth of the discipline. The campaign was intended to address this, and encourage others to engage and find out more about the Institution.

5.2 CIBSE had a large number of social media followers and would promote the use of the #IamCIBSE hashtag and to highlight the work they are doing, the performance improvements they had delivered and their inspirations within the industry. All Council members were encouraged to look out for this activity and to join in with it.

5.3 Physical postcards were also being developed for use at CIBSE events, for people to use to promote their work and the benefits of their jobs and their participation within CIBSE. It was hoped to identify champions within Regions, Groups and Societies and anyone interested in taking on this role would be welcomed.

5.4 Regarding the monitoring of success, the initial survey would be repeated to see if perceptions had changed, and the number of posts and interactions on social media would also be tracked. Regarding the standardisation of specialised hashtags eg for regions or groups, this was being considered but the initial emphasis was to encourage the use of the main #IamCIBSE hashtag. There would also be information on the CIBSE website, and it would be promoted in the CIBSE Journal. The initial emphasis was on CIBSE members, but the scope to widen this to colleges and more broadly was noted.

5.5 Stephen Lisk stressed the opportunity to extend CIBSE's reach and amplify its voice, not only amongst members but more widely. He believed there was scope for the campaign to have a very significant impact. Plans were in hand for the launch of the campaign to give it a successful start.

### **Dame Judith Hackitt Review**

5.6 Stephen Lisk introduced a brief update on developments regarding the Hackitt Review, which he expected to change the way buildings in the UK were constructed. The government had published an implementation plan in which it committed to take immediate action to establish a radically-new system for the future, and bring forward legislation at the earliest opportunity to carry out the necessary reforms. The implementation plan sets out what the far-reaching overhaul of the system would involve over the coming years.

5.7 Members noted these significant developments, and Stephen Matthews pointed out the potential implications for Building Control. It was suggested that CIBSE should look for opportunities to offer advice and lead change in this area for public benefit. A workable solution for compliance was needed but was hard to deliver, it being much easier to specify the required result than to define the competence needed to ensure it was delivered.

## **6 ANY OTHER BUSINESS**

- 6.1 It was noted that Martin Liddament was attending his final Council Meeting as Chair of the Natural Ventilation Group, and thanks were expressed for his work with the group over many years.
- 6.2 Lynne Jack expressed the thanks of Council to Stephen Lisk for his chairing of Council meetings during his Presidency of the Institution. She referred to the enormous amount of work he had done on the Institution's strategy and on the development of groups and societies work. She referred also to the dedication of all the volunteers under the President, and the leadership Stephen Lisk had provided. Council was an important body and Stephen Lisk's leadership had been excellent in tackling the challenges and opportunities.

## **7 DATE OF NEXT MEETING**

- 7.1 The next meeting was scheduled for **Thursday 13<sup>th</sup> June 2019 at 1.30pm.**