



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 10th June 2021 BY MICROSOFT TEAMS

Present: George Adams, Vince Arnold, Colin Ashford, Chris Aspinall, Nicola Booth, Andrew Bott, Adrian Catchpole, Mary-Ann Clarke, Katie Clemence-Jackson, Owen Connick, David Cooper, Les Copeland, Fiona Cousins, Michael Curran, Tony Day, David Fitzpatrick, Jonathan Gaunt, Dean Greer, Makanju Hakeem, Will Harrop, Susan Hone-Brookes, David Hughes, Kevin Kelly, Ruth Kelly Waskett, Andrew Krebs, Alexandra Logan, Vincent Ma, Stuart MacPherson, Laura Mansel-Thomas, Scott Mason, Nick Mead, Kevin Mitchell, Andrew More, Farah Naz, Rebecca Neill, Steven Peet, David Perry, Andrew Piper, Dimple Rana, Andrew Saville, Adam Scott, Mike Smith, Becci Taylor, Martin Trentham, Linda Vidler, Peter White, Darren Woolf

Apologies for Absence: Ashley Bateson, James Bourne, Derek Clements-Croome, David Fisk, Phillip Hilton-West, Kerstin Johansen, Chris Iddon, Lynne Jack, Doug King, Stephen Lisk, Andrew Rowe, Adam Scott, Jarrod Tandy, PL Yuen

In Attendance: Ruth Carter, Stuart Brown, Clare Bott, Desiree Blamey, Rowan Crowley, Hywel Davies

WELCOME AND INTRODUCTION

Kevin Kelly opened the meeting and welcomed members, in particular those who were new to the Council whom he introduced. He also welcomed Ruth Carter, who was attending her first meeting of Council following her appointment as Chief Executive of the Institution.

1 MINUTES OF THE LAST MEETING

1.1 The Minutes of the Meeting held on 11th February 2021 were approved as a correct record.

2 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Regional Liaison Committee

- 2.1 Kevin Mitchell reports on the meeting of RLC, thanking members for their participation in what had been a very active and positive meeting. He noted that there was an underlying theme in the discussions on how the Regions could work together, and with HQ, to move the Institution forward, which was very positive.
- 2.2 Regarding items from regional reports, there was much emphasis on seminars and CPD sessions. Communications and cross marketing were discussed, particularly with the online format allowing wider participation across different regions. Attendance at online sessions had been remarkable, and far higher than previous meetings in person. This gave rise to discussion on how to proceed following lockdown, with a hybrid approach using both online content and in-person meetings being favoured. Meetings in person should include scope for networking and inviting in other professions.
- 2.3 The development of a 'speaker bank' in conjunction with HQ was suggested, which regions could draw on to mount relevant events. The challenge of finding suitable venues for in person meetings was discussed, and it was hoped to seek help from CIBSE Patrons in this respect.

- 2.4 Recognising the service of volunteers had also been highlighted, with difficulties during the pandemic, and this would be addressed.
- 2.5 A very good presentation on research developments had been received, and discussion included ways of customising guidance for overseas regions. The scope to link membership applicants taking the technical report route with the Institution's research activities was also raised, with potential benefit to both sides. A presentation on the website project was also positively received, with much enthusiasm from the regions to help both with content and testing the new site. It had been agreed that each region would provide a point of contact for the website team. An update on membership had also been received, and the tension between short term growth targets and long-term supply of engineers to the industry had been discussed as both needed to be addressed.

Societies & Groups

- 2.2 Kevin Kelly reported on the Societies and Groups meeting, noting that many Group members were non-members of CIBSE. The meeting had also received a presentation on the website project, which was a £250K upgrade to the website, and those attending were keen to engage and provide input to the project.
- 2.3 Regarding the presentation of membership information at Society and Group meetings, there was some difference in opinion reflecting the fact that all Society members were members of CIBSE, whereas this was not the case for Groups. It was felt, however, that it was useful to provide information that could be used as appropriate by both Societies and Groups.
- 2.4 Succession planning had been discussed, emphasising the need for planning and for inclusivity. The scope to invite a wider range of members to attend committees in the first instance had been discussed, to encourage broader participation.
- 2.5 Work was also being undertaken to align Society membership requirements with those of CIBSE, and this was progressing to encourage take up of higher CIBSE membership grades.

3 REPORTS FROM CIBSE SOCIETIES

Society of Light and Lighting

- 3.1 Ruth Kelly Waskett, President of SLL, presented the SLL report. SLL was the largest society of CIBSE with 3,523 members and 22 sustaining member companies providing support. There had been increased focus on membership during the pandemic, with two surveys undertaken to engage and assure members that they had a supportive network to rely upon. There would be further campaigns targeting student and affiliate members, to encourage them to upgrade their membership where possible. Work was being undertaken on an alternative route to Chartered status for SLL members.
- 3.2 Regarding access to site as distancing restrictions were removed, SLL would promote ECS related CSCS cards; this had been put on hold during lockdown. The activities of SLL on social media were noted, including the promotion of a competition to increase engagement.
- 3.3 26 webinars had been held in 2020, which had been very successful with over 4,000 attending. In future, a combined approach of in person and online meetings was favoured, and the increased reach of online activities was stressed. A further 16 webinars had been held in the current year to date, with 2,100 attendees. Larger numbers had registered than attended, as was normal for online events, however there was also many downloads of webinars following the events.

- 3.4 The 2021 SLL LightBytes series ran during April with three sponsoring organisations. This was free for members who had renewed, with a nominal fee for non-members. Of a total of 358 attendees, 84 had paid which was an important revenue stream. The Society was developing a further series of sponsored online events for the autumn.
- 3.5 Ruth Kelly Waskett went on to report on her focus on improving the gender balance within SLL, which did not reflect the balance of the lighting industry. SLL was working with Women in Lighting, an international movement, to increase the proportion of women speakers at events, and to highlight the work of SLL to women in the lighting industry.
- 3.6 A number of new SLL guides were approaching peer review stage, many of which were complementary to other CIBSE guidance. A new Guide to Protecting the Night-time Environment was forthcoming; this was an area which lacked guidance, but which was receiving increasing attendance. SLL had also collaborated with contributors to the 2nd International Workshop on Circadian and Neurophysiological Photometry for a webinar on recommendations for healthy lighting; nearly 200 had attended, showing the appetite for this information. Attention was drawn to the SLL Annual Report for 2020 which was available online.
- 3.7 Kevin Kelly thanked Ruth Kelly Waskett for her report, and paid tribute to former SLL President Liz Peck, who passed away earlier in the year. He also welcomed the emphasis on greater diversity, to the progress made on alignment with CIBSE grades and Engineering Council registration, and the continued success of LR&T.

CIBSE Patrons

- 3.8 Nick Mead reported on CIBSE Patrons, which provided a link to companies which wished to support the activities of the Institution. CIBSE Patrons had celebrated its 40th Anniversary prior to the pandemic, as well as its new status as a CIBSE Society. A strong committee was in place, and he reported that Scott Mason would be taking over as Chair at the AGM this summer.
- 3.9 The aim moving forward was to develop support for the work of CIBSE, particular in respect of knowledge and in support of STEM. It was also hoped to provide further support for regional events, subject to the removal of restrictions, and it was hoped that the House of Lords lunch would go ahead next year.
- 3.10 Scott Mason confirmed the points made and believed that Patrons had the capacity to make a real contribution to the Institution. He hoped that there would be significant progress following the AGM in July.

Institute of Local Exhaust Ventilation Engineers

- 3.11 Dean Greer presented the report on ILEVE, which became part of CIBSE in 2010 and was launched to the industry in 2011. ILEVE was established to promote air quality in the workplace and reduce ill health and death and was supported by HSE. Its focus was on improving competence in the industry, and it hosted the Industry and Regulatory Forum on LEV which included a range of relevant bodies. This had brought the industry together to establish a competency matrix, and he went on to outline current issues being tackled by the Forum.
- 3.12 Dean Greer went on to outline developments in standards with which ILEVE was closely involved. Membership of ILEVE stood at 881, with more growth expected over the coming year. A membership development meeting had been held in London prior to the pandemic, and it was hoped to run more such sessions when possible.
- 3.12 The LEV conference had been held online in April, with the main theme of end users, and there were talks from a range of organisations including HSE. A number of development

areas had been identified. ILEVE was involved in a range of strategic partnerships with relevant bodies dealing with aspects of LEV.

- 3.13 The new ILEVE partnership scheme would be launched in the near future, to involve companies involved in the LEV industry, and this was seen as a key development for membership growth and partnerships in the industry.
- 3.14 It was also noted that there had been considerable growth in access to ILEVE website pages during the first quarter of 2021, including key areas such as searches for accredited members, information on how to join, and for technical information.
- 3.15 In response to questions, Dean Greer confirmed that the virtual conference held during the pandemic had attracted more participants than the previous physical conference.

Society of Façade Engineering

- 3.16 In the absence of Chris Aspinall, who had left the meeting at that point, there was no report on SFE.

Society of Public Health Engineers

- 3.17 Peter White, newly appointed Chair, reported on SoPHE, informing members of the structure of the society which had a range of regional centres, a number of technical groups, as well as industrial associates and a contractors' group. Membership stood at 1,105, and it was hoped to build on that number.
- 3.18 The pandemic had impacted on activities, which were previously mainly held in person, particularly on attendance at other conferences, CPD and social activities. Many events had been postponed, but it was hoped these could be resumed later in 2021, including the Annual Dinner in November. Online CPD had however been successful and had achieved greater reach for example by delivering regional events to a national audience. A hybrid approach would be considered in future.
- 3.19 A number of technical bulletins had been released during the year, and further guidance on public health issues was in development. The SoPHE Young Engineers Network, which had its own committee shadowing the main committee, continued to be active and was planning to develop shared events with CIBSE YEN. A training day even was being organised at Havering College, with young engineers having the opportunity to gain practical experience. The Contractors Working Groups had helped establish the SoPHE Plumbing Centre of Excellence, also at Havering College, and this continued to be successful. Activities included a PCE competition, with a bursary to be awarded funded by a donation from Chris Sneath. Work was also continuing with Havering college on a possible HNC and HND plumbing course.
- 3.20 Efforts continued to publish the SoPHE Journal, which was annual at present, but it was hoped to issue it more frequently in future. A collaborative working group had been established to develop links with other relevant bodies, and a compliance working group was planned. The Industry Working Group continued to provide important support for the work of SoPHE.
- 3.21 In conclusion, SoPHE looked forward to the return of in person events to help take forward the activities and work of the society.

Society of Digital Engineering

- 3.22 Andrew Krebs reported on the activities of SDE, which had held its AGM in the previous fortnight. This was SDE's first AGM and had been held via Teams with an encouraging attendance of over 50. A range of topics had been discussed at the AGM, and new

officers appointed unopposed; it was hoped to generate more candidates in future as the activities of the society developed.

3.23 Kevin Kelly thanked Andrew Krebs for the report, noting that SDE was a new CIBSE society, which it was hoped would have substantial potential for the future.

3.24 It was suggested that further thought be given to the relationship between societies and groups, and to ways in which they could be brought together with the groups feeding into the societies. It was noted, however, that there was not a complete overlap between societies and groups, but it was agreed that this should be discussed at the next Groups and Societies Meeting.

4 CHIEF EXECUTIVE'S REPORT

4.1 Ruth Carter, new Chief Executive of CIBSE, introduced her report, thanking members for welcome. She was in the process of contacting all Council members individually. Whilst not an engineer by background, she had been extensively involved in large, complex organisations focussing on growth and improvement and with a focus on communities and the delivery on new services and information products. She had already held many meetings and gained much information, but it was too early to present a clear strategy out at this point.

4.2 Ruth Carter went on to say that it was clear that CIBSE was a steady and solid institution, but her role was to move CIBSE forward and to look at what defined an exemplar, modern professional engineering institution. CIBSE Societies, Networks, Groups and Regions were a clear strength, and it was clear that people liked to be part of a big, supportive community which the CIBSE provided. There was also a wish to feel exclusive and niche, however, and to enjoy the agility that brought, and the Societies, Networks, Groups and Regions met that need, making a strong combination which had helped support members throughout the pandemic.

4.3 For the future, her first focus would be to make sure that all part of CIBSE were in order, looking at the processes, infrastructure and culture needed. The pandemic had forced the adoption of technology that would usually have taken much longer, and this had enabled much more reach than previously. This had also, however, changed expectations for the pace of engagement and delivery. CIBSE was already seen as a credible authority with a depth of knowledge, driven by the expertise of members, but a faster pace of delivery would be required. Council had received updates on the CIBSE Strategy recently, but whilst the vision was in place, there remained the need for a detailed operational plan and for a financial and infrastructure plan to deliver the strategy. Diversity and inclusivity were also priorities, and these must be tackled seriously with a combination of top down and bottom-up action. All were asked to reach out more widely to increase the diversity of the Institution, starting with the nominations process which was about to commence.

4.4 Ruth Carter went on to refer to the current website project, which was a substantial investment for the Institution, and to the premises project which was gaining momentum. The premises were in great need of refurbishment, and it would be important to tap in to the expertise of the membership, although the plans were not at that stage yet.

4.5 In conclusion, she reiterated the objective of making CIBSE an exemplar Institution, and she looked forward to meeting many members during the 125th anniversary next year. Members welcomed the report. A number of members stressed the importance of the role of Regions within the Institution, and Ruth Carter acknowledged this and confirmed that this was recognised at HQ. Regarding nominations, consideration was being given to ways to make the process more transparent, and for the better publication of roles and opportunities to contribute to the work of the Institution.

5 NEW INITIATIVES

Website Project

- 5.1 Clare Bott referred to the website project, and thanked members of the RLC and Societies & Groups meetings for their feedback during those meetings earlier in the day. It was clear there was an enthusiasm to be involved and provide input and this had been taken on board. It was agreed that the presentation could be made available to all Council members.

6 BUILDING SAFETY ACT

- 6.1 Hywel Davies introduced the paper on Building Safety developments, stressing that an unprecedented degree of change would be seen in the industry as a result of the Building Safety Act and consequential changes to building regulations. Much of this was a result of the tragic fire at Grenfell Tower, and fundamental change would affect the whole of the building safety regime, not only for high rise residential buildings. New duties would apply to all buildings, and there would be an increased focus on competence and ongoing professional development. He referred also to the 'golden thread' and the much more stringent regime that would apply to high rise buildings in particular.
- 6.2 Kevin Kelly confirmed the points made, referring to a similar situation in Ireland following the 1981 fire at the Stardust nightclub in Dublin which had driven a substantial culture change within the industry.
- 6.3 Hywel Davies went on to draw attention to the questions set out in the paper, which were divided for consideration by Council members in five break-out group discussions. Council then divided into five break out groups to discuss the issues raised.
- 6.4 Following resumption of the meeting, feedback was received from the break-out groups as follows:
- 6.5 **Tony Day** reported on the first group discussion. The consensus was that most businesses were aware of the significance of the changes that were imminent but were not necessarily prepared for it and did not understand the impact and implications. There was an opportunity for CIBSE to provide employers with the information and tools they would need to adapt to the forthcoming changes. This needed to be employer led, but CIBSE was in a good position to assist employers. A second issue was the need to ensure that the necessary competencies of engineers were in place and recorded, and this was not fully in place, with a lack of standardized approaches. There had been a discussion around CSCS cards, and the potential for that to be expanded to cover competencies under the new requirements. Businesses already had platforms for the recording of training and CPD, but there were likely to be issues around harmonizing this with the professional institutions, and the Engineering Council platform was being considered by CIBSE as an approach. There was work to be done on this, but also a great opportunity for CIBSE to take a leading role. There was also an opportunity to raise the profile of engineers in the UK. It was also suggested that regulation had lacked enforcement in the past, and CIBSE's voice was needed to ensure that regulation was brought to the fore in the discussion. There were also examples in Ireland that could usefully be considered.
- 6.6 **Mary-Ann Clarke** reported on the second group discussion. It was felt that industry was aware there would be new duties, but that understanding of what would be required was limited. There was concern that people would be unable to work on buildings without the correct competencies, and that training and coaching would have to be based on what was currently being published through BSI Flex Standards. There was also concern about who would train the trainers. Manufacturers would also need to be responsible, and there was debate about how small businesses would cope, particularly with potentially increased insurance requirements and costs. Those financing buildings would need to understand

the additional costs that would arise. With regard to company preparations for the new duties, this depended very much on the size of business, with larger companies tackling the issue but smaller businesses being unaware of what was needed; this was an area in which CIBSE may be able to help with training and information.

- 6.7 **Andrew More** reported on the third group discussion. Members of the group were supportive of the need to be registered as competent for the new roles, and recognized the need for individual registration, rather than company level approvals. People would need to understand the whole process from design through to operation, and it had to be tackled professionally. All parts of the construction industry would be affected, and people would have to adapt to remain in the business; insurers were likely to play a part in this. The Built Environment would become a regulated industry which would have a profound effect. The group also supported the introduction of mandatory CPD and re-validation
- 6.8 **Andrew Saville** reported on the fourth group discussion. The group had included members from Scotland, which was outside the scope of the act, but which appeared to have a more rigorous approach at present. Companies that had to comply with English and Scottish regulations would have particular issues in dealing with different regimes. It was also noted that some industries such as railways already had to operate to more rigorous standards and lessons might be learnt. There was discussion of what guidance CIBSE could provide, not only to larger companies but to smaller businesses that did not know where to start. The group had also agreed with the introduction of mandatory CPD. It was felt that most companies were still working on snippets of information and would welcome some guidance on deadline dates.
- 6.9 **Katie Clemence-Jackson** reported on the fifth group discussion. The group had members from different types of business. M&E consulting businesses were aware of the new requirements for work on higher risk buildings but had not necessarily taken many active steps to prepare for them. They had been affected, however, by issues such as insurance policies being updated, and discussions over selection of materials. Multi-disciplinary consultancies with fire engineering teams had become much busier and were being engaged more, and clauses were starting to appear in PI policies about fire, together with higher premiums. There had been some developments on CPD, with some businesses being more proscriptive about the topics and amount of CPD and its recording. From the smoke ventilation industry, there had been engagement in preparing for the changes, and there was more demand for external training. There was a concern to future proof the business as the new requirements came into force. From an insurance inspection perspective, policies were changing and demand was high. Regarding CIBSE assistance to business to prepare for the building safety regime, it was suggested that CIBSE could drive continuous improvement to the quality of CPD, and raise awareness of the importance of accredited CPD. CIBSE might be able to help different types of business to understand the potential impacts, and the steps they might take, perhaps through a Technical Memorandum. Peer learning sessions had also been suggested, using regions, societies and groups to get more input.
- 6.10 Hywel Davies thanked members for their input. Regarding the key role of enforcement, he believed this was understood well within HSE, and whilst focused on fire and structure at present, there was a growing realization that they would have to address all parts of the building regulations. Competence would be a major issue, and more people would have to demonstrate that their competence had been assessed. There was a clear need to help smaller businesses, and the role of insurers was a key issue. Discussions with insurers may be needed to encourage lower premium for those who had the right accreditations, so that insurance would help drive people to do the right thing.
- 6.11 In response to questions, it was noted that it was challenging to establish straightforward benchmarks for safety in construction, as almost every building was a prototype and was not subject to type testing as in industries such as car manufacturing. What was needed was for people not to ask what they could get away with, but what was required to obtain a certificate of occupation. It was also suggested, however, that the biggest challenge was

with maintenance and refurbishment of existing buildings, and the disjointed nature of the industry was a particular concern in this respect. Around 12,500 buildings in scope already existed, and this would prove the greatest challenge, although as previously discussed there was an impact of the new approach for all buildings. It was also pointed out that this was an industry wide problem, and that procurement methodology was a key issue. It was also pointed out that measures to mitigate climate change should also be considered when meeting the new requirements. Building safety, energy, carbon and compliance all needed to be brought together to deliver better buildings.

6.12 Members were thanked for their input, and any further comments following the meeting would be welcomed.

7 ANY OTHER BUSINESS

7.1 There was no other business.

8 DATE OF NEXT MEETING

8.1 The next meeting was scheduled for **Friday 8th October 2021 at 1.30pm.**