



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 8th February 2018 at CIBSE, Balham, London

Present & Signed the Register:

Vince Arnold, Colin Ashford, John Aston, Eleonora Brembilla, Jos Brownlie, Stanley Chow, Richard Davies, John Field, David Fitzpatrick, Kevin Kelly, Alfred Leung, Stephen Lisk, Paul Martin, David Mather, Frank Mills, Andrew Saville, Neil Sturrock, Justin Thomas, David Wigley, Austin Williamson, Peter Wong

Apologies for Absence:

Hazim Awbi, Jane Bastow, Adrian Catchpole, Derek Clements Croome, Paddy Conaghan, Tony Day, Laure Dunlop, Bryan Franklin, Wally Gilder, Jonathan Grimshaw, David Guzzetta, Raef Hammoudeh, Susan Hone-Brookes, David Hughes, Phil Jones, Stuart MacPherson, John Mardaljevic, Nick Mead, Kevin Mitchell, Geraldine O'Farrell, Philip Oliver, Simon Owen, Rashmi Patel, Geoff Prudence, Cathie Simpson, Ian Small, Tony Sung, Mariana Trusson, Steve Vaughan, Karen Warner

In Attendance:

Stephen Matthews, Clare Bott, Stuart Brown, Rowan Crowley, Hywel Davies, Bruce McGill, Lucinda Watt

WELCOME AND INTRODUCTION

Peter Wong welcomed Council Members to the meeting, which was the last of the current Presidential Year.

1 MINUTES OF THE LAST MEETING

1.2 The Minutes of the Meeting held on 13th October 2017 were approved as a correct record.

2 UPDATE / RESPONSE TO ISSUES DISCUSSED AT PREVIOUS MEETINGS

Build2Perform Live 2017

2.1 Rowan Crowley introduced the item noting that around half of those present at Council had attended the event in 2017. He acknowledged in particular the contribution of the Groups in providing input and content to the event.

2.2 Around 1400 had attended the event in total, and a high level of satisfaction with the technical content had been recorded. There had been around 170 speakers in total, again receiving positive feedback, and many sessions had been fully attended or even over-subscribed. The speakers had also been very positive about audience engagement and the feedback received. It was also notable that take-up of the event was equally high amongst non-members as amongst members, and that positive reactions had been received from exhibitors and potential exhibitors. This was particularly welcome since exhibitors typically had very high expectations of such events.

2.3 He went on to note that whilst more members had attended than for many years, there was scope for further development of member attendance. The substantial number of non-members was very positive and indicated a further opportunity for the future. Some 50% of non-member attendees were previously unknown to the Institution, and this presented an opportunity to be followed up.

- 2.4 The breakdown of attendance by members of Special Interest Groups was noted, with Energy Performance being the largest. Information on how attendees heard of the event was also noted, with email being the largest category, but with personal recommendation also being significant; this reflected well on the wider reputation of the Institution.
- 2.5 Regarding plans for 2018, it was hoped to achieve 2000 attendees and 3000 registrants, with 150 speakers (which was considered the optimal number). It was recognised that improvements were needed in acoustics, lighting and networking areas, and plans were in hand to address these having learnt lessons from 2017. Input was being taken from the venue and from contractors who work on other events there, and expertise amongst the membership would be drawn upon to provide advice on the acoustic and lighting issues in particular. Growing the event and thus generating more income could potentially cover the cost of improvements in these areas, and would allow consideration of initiatives such as the use of headphones where necessary because of the physical constraints.
- 2.6 It was hoped to attract 60 exhibitors for 2018 compared with 40 in 2017. 20 had already signed up, and it was hoped to reach 30 by the end of the month. Achieving this target would make a significant difference to revenue, and would also allowed more space to be taken and therefore more separation between presentation areas.
- 2.7 Clare Bott then explained the timelines leading up to the 2018 event. A more structured timetable was proposed to allow earlier marketing and to reduce the time input needed from volunteers in revising proposals. Research calls were currently underway, and a final deadline for initial submissions had been set for 7th March. A technical review of submissions would be conducted ahead of an Advisory Group meeting on 21st March. Feedback from the Advisory Group would be issued by 4th April, with the final programme to be decided by 15th April.
- 2.8 Key objectives included identifying key deliverables to take away from each session, which it was hoped would encourage attendance. Strong emphasis was being put on achieving diverse, inclusive panels, as there had been some negative feedback in this area and it was important to broaden representation. Groups were encouraged to consider partnering and to engage members and networks in developing activities, and Blogs could be considered as a means of developing further interest.
- 2.9 It was noted that more regional representation would be most welcome, but that Regions had not found the event to be as easy a fit with their work as the Groups. It was hoped this could be developed for 2018 however, and suggestions from Regions would be welcome.
- 2.10 Stephen Matthews stressed the desire for additional input and suggestions. He also felt that the plans to use the event to recognise the work of volunteers, and to provide them with help and support, had not been as successful as he would have hoped, and he also invited input on ways to improve this. It was suggested that it was challenging to achieve this at Build2Perform Live, given the priorities of those attending – however the idea of the Volunteers Zone had been very positive, and could be a way of exchanging information and empowering volunteers, in addition to recognising their input. More YEN involvement and networking would be considered, and this might be best accommodated in the early evening rather than during the main programmed hours.
- 2.11 Council went on to discuss the event and to provide feedback. It was noted that it was difficult at the event to identify who was a member of CIBSE, and it was suggested that this might be recognised by the use of colour coded badges. These could also identify whether someone was an Institution volunteer, and the use of 'flags' by ASHRAE at events was given as an example of how this could work very positively.

- 2.12 It was also felt that a central CIBSE stand should be given emphasis at the 2018 event, and Rowan Crowley confirmed that this had been identified as a lesson to be learnt. There would be a focus on this in 2018, with presentation of recent publications, and the growing range of tools and online guidance that was available. It was also felt that it would be very positive to have an early evening session on the first day, and that high attendance could be achieved provided the format and content was attractive. The need to engage with members and to recognise the contribution they were making to the Institution's work was emphasised and the event could be a very positive opportunity to reinforce this. The suggestions made would be considered further in planning the 2018 event.
- 2.12 It was pointed out that there had been some concern that the activities of some groups and societies might give rise to the promotion of commercial companies, which raised a number of issues. This was noted and would be looked into further.

RLC UPDATE

- 2.13 Stephen Lisk reported on that morning's meeting of RLC, which had conducted break-out sessions to discuss ways of operating more effectively and developing membership. He had been greatly encouraged by the energy and ideas that had been forthcoming, and the output would be considered further. Opportunities had been seen to streamline events, and to deal with key issues such as handling forthcoming GDPR requirements.
- 2.14 Bruce McGill reported on the forthcoming General Data Protection Regulation (GDPR) requirements, which were significant in terms of the duties in respect of data processing, and which would become effective on 25th May this year. He emphasised the importance of this, and the need to have plans well in hand for implementation by that date. It involved substantial change management, including a data audit, revision of policies and procedures, communication and training, liaison with suppliers, and data security. Each of these strands had a number of activities, and attention was being given to the implications for Regions, Societies and Groups, and how best to support volunteers. The use of Eventbrite had received attention, and testing was in process to ensure a workable system that would meet the requirements of the Regulation.

INCLUSIVITY PANEL

- 2.15 John Field reported that the Panel was now well established, with Atif Rashid as Chair and with strong support from Lynne Jack, and with an active and diverse membership. He also acknowledged the support of Bruce McGill in the establishment of the Panel.
- 2.16 The Panel had developed an action plan which had now been agreed by the Board. This aimed to improve awareness and understanding, data collection and analysis, and to increase in particular the proportion of female members and registrants, as gender had been identified as a key issue and was one on which data was already available. The aim was to embed inclusivity and diversity in all the Institution's strategy areas. He also stressed the importance in terms of membership growth objectives of engaging with all sections of the community, and broadening the industry and the Institution's recruitment base. It was noted that amongst younger members, there was substantially more diversity.
- 2.17 Peter Wong pointed out that membership grades were under review, and suggested that a broader review of the structure of the Institution generally, including Regions, Societies, Groups etc, should be considered. CIBSE could not replicate the larger Institutions, but needed to consider how best it should be structured for the future.

3 ISSUES RAISED FOR DISCUSSION BY COUNCIL MEMBERS

- 3.1 Stephen Lisk reported that no specific suggestions had been received, although a request had been sent, and advised that he would be very pleased to receive positive suggestions for discussion at Council Meetings.
- 3.2 It was suggested that topics might be identified through issues raised at RLC and elsewhere, and that a number of suggestions might be identified and views taken from Council on which would be their priorities for discussion. There was support for this approach and it was agreed that it would be taken forward.

4 CHIEF EXECUTIVE'S REPORT

- 4.1 Stephen Matthews introduced his report and highlighted a number of key issues. He referred to a number of significant factors that were driving the industry, including BREXIT, which was well beyond the Institution's control, the collapse of Carillion, which had major implications for the supply chain and PFI, and Grenfell Tower, which had prompted widespread concern and significant enquiries that were expected to drive widespread change in regulation. He expressed thanks to the volunteers who had contributed to the Grenfell Tower enquiries in particular, and he noted that Judith Hackitt, as an engineer, was committed to proposing approaches that would be practical and effective; her final report was expected by the end of May. The main Public Enquiry was unlikely to deliver any action in the current year, given the complications and the timescales involved in such procedures.
- 4.2 He referred to the challenge for all Professional Engineering Institutions to create a body of knowledge that was of benefit to society, and which attracted people to join. The follow up action to the Uff report was focussing on the 'lost 3 million', being the number whom it was estimated should be members of professional institutions, but were not. He welcomed the fact that CIBSE had been cited as an exemplar for its Special Interest Group approach, and he noted that the age demographic of the CIBSE membership was more positive than for many of the larger Institutions; he stressed the importance of the emphasis that was being given to the YEN within CIBSE.
- 4.3 He stressed the importance of Build2Perform Live, as the delivery and sharing of knowledge and the promotion of networking was of prime importance to the Institution. The previous conference approach had not achieved traction, and it was hoped that the new format would be part of the process of moving CIBSE forward as one of the premier Institutions within construction. He believed that the ingredients were in place for this to happen.
- 4.4 He went on to note that 2017 had been a very challenging year for HQ, with difficulties from the introduction of the CRM and other issues. The CRM was now functioning effectively, and we looked forward to finalising the Learning Management System, which would have a very positive impact on the training function.
- 4.5 He also described how pleased he had been to be present when Peter Wong, as CIBSE's first Hong Kong President, delivered his address to a packed audience in Hong Kong. He also noted that, with no further nominations received, it was now confirmed that Lynne Jack would be elected as President Elect, and would therefore be the Institution's first female President in 2019. These were very positive developments.
- 4.6 Stephen Matthews concluded by asking whether his written report to Council had grown too long, being now in excess of 40 pages. It was agreed that this was too long for a single report, but that it contained much valuable information. It was felt that it should be reduced to ten or twelve pages, but that the wider range of information should also be available elsewhere, and it was noted that much was already available on the Website.

4.7 It was pointed out that many CIBSE members had great concerns over the issues arising from Grenfell Tower, and felt great frustration that the skills and expertise that were available within the industry and the Institution were often not called upon to ensure that appropriate standards were met in construction projects. Guidance was sought as to how to respond to such concerns amongst members. Stephen Matthews acknowledged these concerns, but it was difficult to give a straightforward answer given the formal enquiries that were underway and potential legal actions pending. The progress of the Hackitt review, to which CIBSE had contributed, was however noted; Hywel Davies reported that work streams were now being populated, although professional institution membership was being limited and it was not clear whether CIBSE would be directly involved.

4.8 It was noted there was some feeling amongst the wider membership that the registration of Engineers was something that should again be considered, to tackle the concern that whilst knowledge and skills existed, there was no legal requirement for them to be used. It was confirmed that the Hackitt review had recognised that the use of competent persons was not a clear enough requirement in the construction process, and Dame Judith had acknowledged that a formal requirement might need to be established. Hywel Davies confirmed that a huge amount of evidence had been submitted, and that the interim Hackitt report had been hard-hitting in many areas. There was now an extremely tight timescale to be met and there was no clear further opportunity to give input, however it was clear that Dame Judith was thinking radically. Whilst it was accepted that the situation was frustrating for members, particular those not closely involved in the London area, it was felt that these issues would be brought out into public debate in due course.

5 NEW INITIATIVES

Digital and Commercial Activities

5.1 Rowan Crowley reported that much work was being undertaken in the knowledge area, which now included not only publications but digital formats such as webinars and short forms of publications such as the digital engineering guides optimised for electronic viewing. New methods of holding and delivering knowledge was also under consideration, to reflect new approaches to the ways in which knowledge was searched for and used.

5.2 Regarding the Learning Management System, this was approaching completion although the delays had been frustrating. CIBSE had however rationalised its three delivery channels, by blending them together. E-learning modules were being developed, with a view to leading on to potential face to face training later. CIBSE Certification had broadened out to include ISO50001, with ISO9001 soon to be delivered and ISO 140001 being pursued. This reflected the need to address the whole supply chain and to meet the full range of support that clients required.

5.3 He further highlighted Digital Engineering developments, with 9 publications and 3 e-learning modules now available. Purchases and downloads of these had doubled over recent months. The BIM roadshow had been very effective and well received, and CIBSE continued to contribute to the development of standards. Many articles had been published in the CIBSE Journal but also in other journals within the broader industry. The Society of Digital Engineers was progressing, and was seen as a route to qualified membership with CIBSE, and corporate partners were being developed along the lines adopted by other CIBSE Societies.

End Point Assessors

5.4 Bruce McGill reported on the development of apprenticeship schemes, and CIBSE was applying to be the End Point Assessor for the Building Services qualification by the end of the current year. This was a positive opportunity to bring in EngTech and IEng members to the Institution from those obtaining the new qualifications. It was noted that the apprentice levy would support this initiative, but it was not clear that this was available in Wales; it was thought however that it should be applicable.

Environmental Practitioners

- 5.5 Bruce McGill reported that research had indicated an appetite for a Group or Society for environmental practitioners, which would be intended to attract not only existing CIBSE membership, but which would increase the Institutions breadth. In response to questions, it was noted that it was not proposed to pursue CEnv registration at this stage, as those other engineering bodies offering it had experienced low take up, and it would require a high level of resource. It was hoped to offer something with broader appeal, and to consider the issue of CEnv at a later stage. It was acknowledged that the qualification had some appeal particularly to younger practitioners, but at present there was no evidence of a substantial demand.

Inclusivity and Diversity

- 5.6 Bruce McGill reported that benchmarking with other institutions through Engineering UK and RAEng indicated that CIBSE was at a similar position to its peers. It was acknowledged that there was much to be done, but there was commitment in the profession to make progress with these issues.

Engineering Council Licence

- 5.7 It was noted that the Engineering Council's five-yearly audit of the Institution would be taking place during May.

6 ANY OTHER BUSINESS

- 6.1 It was noted that there were issues with the automatic recording of CPD within the new CRM system. This was one of a number of issues that was currently being addressed, and would be corrected as soon as possible.
- 6.2 Stephen Lisk expressed the thanks of Council to Peter Wong for his Chairing of Council over the previous year. He referred to the huge respect for Peter Wong in Hong Kong, as a former HKIE President, and to the very positive step that the Institution had taken in electing its first Hong Kong President. Peter Wong expressed his thanks to members for their support during his term of office.
- 6.3 Stephen Lisk went on to express thanks to Neil Sturrock, who was stepping down from Council after many years representing the Heritage Group. Council expressed their appreciation for Neil Sturrock's contribution to the work of Council and of the Institution.

7 DATE OF NEXT MEETING

- 7.1 The next meeting was scheduled for **14th June 2018 at 1.30pm.**