



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 30th January 2020 at CIBSE, Balham, London

Present & Signed the Register:

Vince Arnold, Colin Ashford, Michael Bartrel, Jos Brownlie, Adrian Catchpole, Paddy Conaghan, Tony Day, David Fitzpatrick, Jonathan Gaunt, Wally Gilder, Sebastian Gray, Dean Greer, Paul Guyers, Phillip Hilton-West, Mona Holtkoetter, David Hughes, Chris Iddon, Kevin Kelly, Alexandra Logan, Maria Longo, Stuart MacPherson, Hakeem Makanjy, Kevin Mitchell, Andrew More, Steve Peet, Andrew Piper, Geoff Prudence, Andrew Saville, Adam Scott, James Shove, Martin Tunnicliffe, Linda Vidler, Darren Woolf

Apologies for Absence:

George Adams, John Armstrong, Ashley Bateson, Nicola Booth, Eleanora Brembilla, Katie Clemence, John Field, Jim Kinnibrugh, Stephen Lisk, Roger Macklin, Laura Mansel-Thomas, Bobo Ng, Atif Rashid, Tony Sung, Jarrod Tandy

In Attendance:

Stephen Matthews, Stuart Brown, Clare Bott, Desiree Blamey, Rowan Crowley, Hywel Davies, Lucy Bamber

WELCOME AND INTRODUCTION

Lynne Jack opened the meeting and welcomed members attending.

1 MINUTES OF THE LAST MEETING

- 1.1 The Minutes of the Meeting held on 11th October 2019 were approved as a correct record. Lynne Jack referred to the issue of Society Rules, noting that the supplementary rules for each Society should be available by June. An updated version of the five-year strategy would also be available shortly.

2 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Regional Liaison Committee

- 2.1 Stuart MacPherson reported on the RLC meeting held that morning which had considered a range of issues. A presentation on social media had been received, illustrating the benefits of the medium for promoting the Institution. There was much activity on social media, which was not always easy to quantify but which generated considerable response and enhanced attendance at technical meetings. This was clearly the right direction of travel for the future, particularly in engaging younger members, and the need to retain some appropriate control was pointed out.
- 2.2 A presentation on marketing and events had also been received, and feedback invited on what works and what doesn't in promoting regional activities. The issue of handover and induction with new committee members was also discussed, with some good examples but

also some less successful. The need to hand over appropriately was acknowledged, and it was planned to develop a checklist for those taking on a role, so they can evaluate whether they have received the handover information required. It was also agreed that a video or webinar covering such issues as the duties of the Regional Treasurer should be considered.

Societies & Groups

- 2.3 Lynne Jack reported on the Groups and Societies meeting held that morning. A presentation on Office 365 and the use of Teams had been received, including the video-conferencing facilities, as this had now been introduced at CIBSE HQ and would replace GoTo Meeting in the near future. The next meeting would consider examples of good practice in the use of Teams, and a Groups and Societies Team would be established to share information. Feedback had been given on open rates on Groups and Societies emails, and options for improving this. The Newsletter had also been discussed including the introduction of dynamic content to ensure information received was relevant to the member's specific interests. All were encouraged to review and update their profile through the CIBSE website.
- 2.4 There had been discussion on Groups Manual issues, with a reminder on the requirements for AGMs, the appointment of officers, and the need to reflect terms of office and plans for succession. The involvement of Groups and Societies in consultations had also been discussed with input from Hywel Davies and it was noted that Teams was also providing improved technology for handling the consultation process.
- 2.5 In response to questions, it was noted that the need to refresh email addresses had been discussed, and that whilst there were Data Protection restrictions on sharing information, appropriate ways of updating details more effectively were being considered.

3 MATTERS FOR DISCUSSION

Communicate the CIBSE Mission, Vision, Values & Strategy / Create Member Engagement

- 3.1 Lynne Jack gave a summary of the CIBSE Vision, Mission and Values as now approved by the Board. The Mission drew on the objectives set out in the Royal Charter as it was important to ensure the charitable objectives were reflected. The Vision statement was concise, being "Better performing buildings for society and the environment." Four core values had been identified – We Lead, We Empower, We Champion, and We Inspire, with explanatory text expanding upon each of these headings.
- 3.2 Clare Bott then explained plans to promote the Mission, Vision and Values and engage with members. Materials had been developed, with a 'celebration mailer' to be sent out with the Journal. This was also being rolled out internally through the staff, who were also being encouraged to engage with the MVV and promote them to the membership. A refresh on the brand would be undertaken, to enhance it for digital purposes, and a revamp to the website was being planned in the longer term.
- 3.3 Following the use of the #iamcibse hashtag, #wearecibse was to be introduced, along with hashtags for each of the four core values. A Journal article from the President was planned, and a webinar with Board members talking about the MVV. Board member presentations to regions, groups, societies and networks, live and recorded, were to be developed, and Council members were encouraged to participate. The need to filter the message down to the wider membership was stressed, and to encourage the membership to reflect and use the MVV. The value of younger voices, to relate to younger engineers and those in education, was also stressed, and promoting younger people to talk about how they addressed these challenges in their work. It was noted that younger engineers

had been engaged in the process of choosing and refining the values, which had originally been a longer and less clearly defined list. The materials produced should reflect the breadth of the membership and different geographical locations including overseas regions. Efforts to include younger members within SLL Council were noted, and the importance of broadening input was stressed. Clare Bott thanked members for their input and invited further comments and suggestions.

Build2Perform Live

- 3.4 Lucy Bamber introduced the item, in the absence of Sara Kassam, and updated members on the 2019 Build2Perform Live event. Feedback from the previous year had been addressed, with better acoustics achieved including the use of headphones. Exhibitor numbers and attendance had increased, with very positive feedback achieved. All speakers had confirmed they were willing to speak again at future events.
- 3.5 There had been a focus on themes for the technical programme, with a very positive keynote address by Baroness Brown of Cambridge. Skills sessions had been held on a range of topics, and award-winning young engineers had been showcased.
- 3.6 The 2020 event would be held on 24th to 25th November 2020, and a range of themes being considered for the programme were noted. Case studies, technical presentations and current issues would be included, and more Q&As and debates would be considered to encourage a community hub atmosphere. Input and suggestions were very welcome and should be directed to Sara Kassam (skassam@cibse.org).
- 3.7 Regarding financial viability, Stephen Matthews reported that the financial model – with income from exhibitors supporting free attendance for delegates – was challenging. Profit was shared with Stepex and a small surplus was produced, although this did not take account of staff costs. The event was very positive however, and admired by other Institutions, and all were encouraged to be involved and promote attendance. Information was available on the breakdown of attendees, and this could be provided to Council members. There was a surprisingly high non-member attendance, and information was gathered on topics of interest, as well as age, gender, job titles, employer and geographical location where this could be gathered. Members in particular asked about attendance from outside London, and it was noted that there was attendance from around the country and indeed abroad, although the South East of England provided the largest number.

Ideas to improve Council Meetings

- 3.8 Lynne Jack sought the input of Council members on the operation of Council, welcoming any suggestions to make it more effective and engaged.
- 3.9 It was suggested that the room layout be considered, to allow members to address each other and debate more effectively. It was suggested that, whilst it was good to feed back to constituencies after Council, thought might be given to seeking input proactively in advance of meetings to suggest topics and raise issues. This would also allow input to be sought on matters that would be considered at Council and a number of software platforms might be used for this purpose. It was also suggested that the content and debate might be promoted more widely across the membership.
- 3.10 It was noted that break-out groups had previously been used which could be positive, but also with an opportunity for chairs to take views on issues ahead of the meeting; this of course required longer notice of the topics and presentations to be discussed. There was support for the use of break-out groups to stimulate better debate.

- 3.11 The role of RLC and the Groups & Societies meetings were noted, and it was suggested that an online forum might be considered to allow ongoing liaison and exchange of views and best practice. It was agreed that this would be considered further, as it was acknowledged that the existing report format might be made more dynamic; this might be taken forward using Teams. It was suggested that a role of RLC and the Groups / Societies meetings might be to identify topics for discussion at Council, to ensure that Council did not only consider issues on which the Board had identified for Council input.
- 3.12 The scope for input into the Build2Perform planning process was pointed out, with the chance to contribute to the planning of themes, and potentially identify gaps and opportunities. Issues could also be picked up from other Institutions, and it was suggested that a wider range of people might be given the opportunity to attend Council to strengthen links and give people a wider view of the goals and activities of the wider Institution.
- 3.13 It was felt that holding the RLC and Groups/Societies meetings on the day of Council was the most practical arrangement, although it did make the morning meetings more constrained on time. RLC and Groups/Societies could take a whole day, but it was not clear that members could be expected to attend on another day for Council. It was suggested that YEN might also meet on the morning of Council and then attend the Council meeting, however it was not clear that this could be accommodated within YEN's arrangements. The need to encourage employers to allow young engineers more time to participate was stressed, and this also applied to attendance at Build2Perform Live.
- 3.14 Stephen Matthews suggested that Council members might find it useful to visit the office building and meet staff. It was also noted that RLC had suggested it would be helpful to know which individuals or teams should be contacted at HQ for different purposes. It was suggested that new chairs, as part of induction, should be introduced to the staff they would need to deal with, and that video conferencing could be used for this purpose if physical attendance was not practical.

Buildings Related Policy and Legislation

- 3.15 Hywel Davies introduced the item, firstly drawing attention to the forthcoming Technical Symposium on 16th to 17th April at the University of Strathclyde, which he hoped as many members as possible would attend. The excellent technical content and wide demographic spread of attendees were noted.
- 3.16 He went on to report on legislative developments, noting that the Public Enquiry on Grenfell had now re-opened. The Government had made it clear that all recommendations of Dame Judith Hackitt's review would be implemented, and this, and the Climate Change Act, entailed a major programme of work. There would be areas of overlap, and it would be important to ensure that climate initiatives were not seen to compromise safety.
- 3.17 It was noted that the effect of Brexit was not yet clear, and there were a number of other unknowns. On climate change, the long-term commitment to net-zero emissions was noted, as were the Future Homes Standard and Parts L & F revisions. It was expected that there would be a further consultation to be issued. Overheating was now more widely recognised as a significant issue that must be addressed under Part L, but a consultation on this was still awaited and it was not clear how it would be tackled. There was talk of fossil-fuel phase out, including the suggestion that by 2025, no new homes should be connected to the gas network. Targets for house building were however in excess of anything achieved within the last fifty years, and it was not clear how all the new housing could be heated if not connected to mains gas, given the logistics and changes in attitudes that would be required. In addition to new builds, there were also some 27M refurbishments that would be required before 2050, which implied a huge rate of work for which there was currently no plan.

- 3.18 Regarding building safety, it was clear that there would be regulatory reform with the creation of a new regulator. Whether this would apply only to high risk buildings, and if so, how this would be defined, remained to be made clear. The new regulator would be established within HSE, but it was not clear whether this would be the long-term solution; this might only be a temporary solution until new legislation was brought forward. A Building Safety Bill would be brought forward to provide for everything in the Hackitt review that required primary legislation. It was likely that this would be brought forward in the current year, although it was not yet drafted, and the process would take several months. A Fire Safety Bill was also expected and there was a commitment to do more about construction product safety. Regarding the product safety regime, it was unclear how this would develop and was further complicated by Brexit; although Brexit could potentially allow Westminster to take unilateral action in this area.
- 3.19 Regarding modularisation, it was recognised that there were potential benefits, however there were also concerns arising from past failures; this continued to be debated. On energy use, a consultation was expected on whether display energy certificates should be rolled out more widely.
- 3.20 It was noted that the Future Homes Standard consultation was still open for comments until 7th February. Attention was drawn to the Hackitt review recommendation for the new regulatory body consisting of building control, fire and rescue and the reform of the system of building control to limit choice of regulator and cost-based competition between inspectors. A system of approval gateways was recommended up to handover, at the planning stage, detailed plans stage, and at handover, with a test of whether a building was safe to occupy. A 'golden thread of information' concept had been raised, although it was not yet clear how this would work.
- 3.21 It was suggested that the role of approved documents would be revisited, and it was noted that there was wide confusion between the regulations and the associated guidance. It was likely that there would be far more emphasis on people being competent to meet the regulations.
- 3.22 Hywel Davies went on to report on the UK BIM Framework, which was seen as something that differentiated UK consultants. The SDE was doing much work to support CIBSE members in the UK on Building Services, which was the biggest challenge for BIM.
- 3.23 In response to questions, Hywel Davies reported that the number of premature deaths from overheating in buildings had resulted in the emphasis on this subject. Regarding pollution, the health outcomes of air-tightness was not yet being addressed, however it was acknowledged that this problem was not apparent in Scandinavia. Energy, ventilation and overheating required a joined-up solution.
- 3.24 It was suggested that whilst the new regime would initially focus on a minority of buildings, it was likely that insurers would force the adoption of similar measures for other buildings; this was already being seen in respect of electrical inspections.

4 CHIEF EXECUTIVE'S REPORT

- 4.1 Stephen Matthews introduced the report, noting the range of issues already covered during the meeting. He referred to discussions with other construction body chief executives about Building Control which noted that whilst the industry as a whole would not fare well in headlines, there was much good work being undertaken. The importance of CIBSE's role in contributing to progress on climate change, energy and safety were stressed.
- 4.2 He added his support for Build2Perform Live and encouraged everyone to attend this year's event. Regarding Membership, he felt that CIBSE had not been able to deliver the quality of service it should for a variety of reasons. To help address this, three manager positions had been created with Julia Savage covering Membership and Registration,

Natassja Van der Kraan responsible for Membership Development and Roisin Sweeney responsible for Member Services. Laura Webb would join CIBSE as Membership Director in February, in succession to Carilyn Burman. The new Strategic Plan would set out membership growth targets, which would be challenging, involving 6% growth in MCIBSE with 3% growth overall.

- 4.3 Stephen Matthews also referred to the success of the Knowledge Portal, which had been much debated at the time but had been a very positive development. The new challenge was to deliver the next version of the Portal to disseminate knowledge more effectively and encourage its development. The input of members would be most important, and he assured members of the commitment of the staff to support progress.

5 NEW INITIATIVES

- 5.1 There were no further new initiatives to report at that time.

6 ANY OTHER BUSINESS

- 6.1 Stuart MacPherson thanked Lynne Jack for her leadership of Council as President, as this would be her last meeting as Chair. He also thanked her for her leadership of the Institution, and in particular of the development of the new Strategy.

7 DATE OF NEXT MEETING

- 7.1 The next meeting was scheduled for **Thursday 11th June 2020 at 1.30pm.**