



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 11th June 2020 BY MICROSOFT TEAMS

Present: Raphael Amajuoyi, Vince Arnold, Colin Ashford, Olu Babalola, Ashley Bateson, Bob Bohannan, Nicola Booth, James Bourne, Paul Bullock, Katie Clemence, Paul Coe, David Cooper, Fiona Cousins, Mark Crawford, Michael Curran, Tony Day, Reid Donovan, David Fitzpatrick, Andy Ford, Jonathan Gaunt, Wally Gilder, Sebastian Gray, David Green, Dean Greer, Paul Guyers, Will Harrop, Neil Hitchman, David Hughes, Kevin Kelly, Jim Kinnibrugh, Andrew Krebs, Stephen Lisk, Alexandra Logan, Stuart MacPherson, Roger Macklin, Hakeem Makanju, Laura Mansel-Thomas, Scott Mason, Peter McDermott, Kevin Mitchell, Andrew More, Farah Naz, Rebecca Neill, Andrew Piper, Geoff Prudence, Andrew Rowe, Andrew Saville, Adam Scott, Mike Smith, Maria Spyrou, Martin Trentham, Linda Vidler, Darren Woolf

Apologies for Absence: George Adams, Paddy Conaghan, David Fisk, John Mardaljevic, Nick Mead, Luke Mitchell, Saverio Pasetto, Tony Sung, Jarrod Tandy

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

WELCOME AND INTRODUCTION

Stuart MacPherson opened the meeting and welcomed members, noting the impact of the Coronavirus pandemic and the need to hold the meeting by video conference. He outlined the protocols for conducting the meeting.

Stuart MacPherson went on to inform members, with great regret, of the deaths of CIBSE Past Presidents Geoffrey Brundrett (1997/1998) and Donald Leeper (2005/2006) since the last meeting. Council recorded their appreciation for the great contribution that both had made to the work of the Institution.

1 MINUTES OF THE LAST MEETING

1.1 The Minutes of the Meeting held on 30th January 2020 were approved as a correct record. It was noted that some plans had been affected by the impact of Covid-19, though in some cases engagement had actually increased as a result of the use of online formats.

2 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Regional Liaison Committee

2.1 Kevin Kelly reported in issues discussed at RLC. Regarding awards, it had been noted that there was precedent for posthumous awards to be made when considered appropriate. RLC had discussed the decision to suspend hard copy journals for overseas members and suggested that consideration be given to an option to 'opt in' for those who specifically requested receipt of a hard copy.

- 2.2 Support for outreach work in education was discussed, and the failure, due to financial considerations, to progress a previously agreed video supported by Patrons was considered. Regions felt in need of some consolidated support, and the issue had been under consideration for a long time; Kevin Kelly had undertaken to review what support could be provided and move the matter forward.
- 2.3 RLC had discussed regional award competitions, with the potential for winners to go forward to the national awards. There were some issues that would require further consideration and it was noted that a higher standard was likely to apply at national level.
- 2.4 Rebecca Neil, global chair of YEN, had address RLC and reported to Council on plans under discussion to establish a global networking platform using an open source platform that would allow multiple channels to develop communication. Around 25 people were currently involved by the aim was to host events and increase involvement. It was also intended that this would link in to the CIBSE twitter account.

Societies & Groups

- 2.5 Stuart MacPherson reported that the meeting had discussed the impact of coronavirus measures; it had been felt that the Societies and Groups had been coping well. Input had been received from the Knowledge Generation Panel, and the need for swift development of knowledge was noted; it was no longer acceptable for publications to take years to develop. A presentation of the process for generating knowledge quickly had been received, and it was noted that this had been applied to the production of advice in response to the coronavirus pandemic.
- 2.6 It was noted that webinars had been well attended since lockdown was introduced, often with hundreds of participants which had never been achieved in the past. There had been discussion of how activities might evolve in the longer term, perhaps with a blend of online and physical events; this would need further consideration. There had also been discussion on how groups could communicate better outside of meetings, to share knowledge and positive practice; Microsoft Teams may help facilitate this.

3 MATTERS FOR DISCUSSION – REPORT BY KEN DALE BURSARY WINNER

- 3.1 Raphael Amajuoyi, winner of the Ken Dale Bursary, reported to Council on the research he had undertaken into Designing for Gender Equality. This had involved an analysis of thermal comfort perceptions in commercial offices across four cities – London, San Francisco, Rio de Janeiro and Doha - to explore gender-comfort relationships between males and females.
- 3.2 The research had identified a clear difference in perceptions between male and female occupants, with 64% of female participants reporting their offices to be too cold or slightly cool, compared with only 18% of male participants. He further reported on the methodology employed and it was noted that most offices studied were air conditioned with no access to openable windows, and that offices in warm climates over-compensated by lowering supply air temperature. There were indications that naturally ventilated offices could provide improved thermal comfort to occupants, and that there was a potential performance gap in the proposed design and actual use of commercial office space. His report recommended that further study could usefully be undertaken in several areas.
- 3.3 Council welcomed the presentation and asked a number of questions. It was pointed out that similar issues might arise in respect of other aspects of office design such as lighting, where it was already recognized that people of different ages had differing needs but that there may also be gender related issues. It was noted that the Si unit for lumens had been derived entirely from a small number of young American males, and that glare ratios were generally based on average male heights.

- 3.4 Raphael Amajuoyi was thanked for his work, which raised important issues and promoted thought on other areas of bias that might be relevant in design. The report had addressed only gender because of the complexity involved in considering additional issues, but Raphael Amajuoyi agreed that other variables could be very significant. Members were recommended to consider a book titled 'Invisible Women, exposing data bias in a world designed for men' by Caroline Perez, which provided valuable insights into these issues.

4 SOCIETY CHAIRS

ILEVE

- 4.1 Dean Greer reported on ILEVE, noting that Membership has remained static over the last 12 months, but efforts were being made to improve this. He referred to the Competency Card and noted that the CIBSE Knowledge Portal included much LEV related information. Engineering Council registration through CIBSE was being investigated.
- 4.2 ILEVE engaged actively with HSE, including through the Industry and Regulatory Forum on LEV. The Competency Matrix had been developed from this Forum and was being accepted in the LEV industry and was being considered by UKAS. TC01 was an ILEVE initiative on LEV Commissioning and TExT reporting and this was being developed. The BOHS and others have developed Courses and qualifications for the LEV industry, but there was a gap which TC01 filled and it was hoped to develop a training course.
- 4.3 Recirculating LEV was a key area for HSE and ILEVE, with the BOHS and other stakeholders were helping with this. The ILEVE AGM would be held later in the year and it was hoped to run a training day also, at the Health and Safety Labs in Buxton.
- 4.4 Dean Greer went on to refer to TR40 – A Guide to Good Practice for Local Exhaust Ventilation which had been released badged with CIBSE, ILEVE and BESA. ILEVE continued to be represented on and work with numerous bodies, and some members also sat on BSI Committees.

SFE

- 4.5 Hywel Davies reported on behalf of Saverio Pasetto who was unable to attend the meeting. It was noted that the final draft of the Cladding Fire Safety guidelines was now ready and would be an important industry document, produced by SFE together with CWCT and CIBSE.
- 4.6 Some SFE members had now achieved full CIBSE Engineering chartership having applied as façade engineers; this was an important step towards the ambition of achieving "façade engineering chartership." The Society continued to hold a series of technical evenings, currently online, and regional U.K. events based on Manchester; there were plans for for SFE sections in Dubai and Italy. The Façade awards had continued to be presented in December at the prestigious Glass Supper event.

SoPHE

- 4.7 Jonathan Gaunt reported that the Society continued to enjoy significant growth. He outlined the wide range of events held, including virtual meetings, involving CPD sessions, discussion forums, guest speakers, Young Engineers events and Technical trips. SoPHE had a presence in six regions across the UK and overseas, with further development planned.
- 4.9 Keynote events over the last year had included the SoPHE Trade Event, the Healthcare Estates Conference, the Annual Dinner with 330 in attendance, WMSoc Designing Out,

and the PCE/YEN Practical Competition. A significant number of events had however been postponed due to the coronavirus situation.

- 4.10 He went on to outline SoPHE's technical activities, including Technical Bulletins, membership consultation and contributions to CIBSE working groups. There had also been significant activity amongst the SoPHE Young Engineers Network, and reference was made to the successful SoPHE Young Engineers Competition.
- 4.11 The development of the SoPHE Centre of Excellence was noted, as was the SoPHE bursary which had been funded for ten years by a kind donation from Mr Chris Sneath. Developments in the SoPHE Journal were outlined, as was the establishment of the Collaborative Working Group with CIPHE / IHEEM / ASPE / WMSoc. Plans were also in hand for the establishment of a Compliance Working Group. The Industry Working Group now had 73 members, and its AGM would be held in September.

SLL

- 4.12 Bob Bohannon reported on behalf of SLL, noting that supporting staff were working from home and that meetings had successfully moved online, including the live President's Address. Two webinars on LG2 and Circadian Lighting had achieved excellent attendance, and LightBytes has been reformatted for online, with 250+ people joining the first and 210+ the second.
- 4.13 He stressed that his role as President was to help the Society continue its amazing work to deliver a safe, zero carbon, healthy, sustainable, comfortably lit and visually stimulating environment, and outlined a number of key issues in his vision to deliver this. He referred in particular to the challenges of Climate Change, and questioned whether the focus of sustainability and energy efficiency were too much on cost saving rather than environmental benefits.
- 4.14 Bob Bohannon further drew attention to building safety issues, referring to Dame Judith Hackitt's comments that construction safety needed to be more focused on residents and occupiers, not just the workforce, and the need to treat buildings as complex systems.

SDE

- 4.15 Andy Krebs reported on behalf of Les Copeland, noting that SDE was one of CIBSE's newest societies. Its membership totaled 336, with many Affiliate and Student members.
- 4.16 The SDE membership structure was a work in progress, with efforts to develop senior membership grades. It was hoped that SDE members could be moved through the grades of CIBSE membership, to achieve MCIBSE and Engineering Council registration. This required the interpretation of the existing requirements in the context of terms of digital engineering, as many SDE members would not be traditional Building Services Engineers.
- 4.17 SDE was heavily involved in the development of Product Data Templates, which were of key importance for BIM; the need to ensure that common and comparable standards were established was stressed. Another key driver for the Society was education, not only of members but also more widely, with elearning modules being developed to help senior members of industry understand the application of digital engineering.
- 4.18 Andy Krebs went on to outline efforts to open up participation in the Society and confirmed that further Product Data Templates would be forthcoming, along with additional online learning.

CIBSE Patrons

- 4.19 Scott Mason reported on behalf of CIBSE Patrons, which was long established with the Institution but had only recently been reconstituted as a Society. It was noted that the

CIBSE Patrons Scheme had celebrated its 40th anniversary in January and that a very successful 40th Anniversary event had been held at Tower Bridge.

- 4.20 He went on to report that the membership of CIBSE Patrons now included more than 100 companies. Its major focus was on recruitment of young engineers into the industry, and to foster talent. Since being reconstituted as a society, a stronger committee had been put in place, a LinkedIn page established, and plans were in hand to provide greater support to the Institution. Working with CIBSE and YEN, he hoped that CIBSE Patrons could help to make the industry more successful and sustainable for the future.
- 4.21 Stuart MacPherson thanked the Societies for their reports, noting the great range of activity being carried on within the Institution, even in the current challenging situation.

5 CIBSE SERVICES REPORT

- 5.1 Rowan Crowley reported on CIBSE Services Ltd, the Institution's main commercial subsidiary company. Revenues had inevitably been hit hard by the coronavirus situation, with the suspension of face-to-face training which normally accounted for 80% of training revenue. Journal advertising and sponsorship had also greatly reduced, due to the impact on the industry and high levels of uncertainty.
- 5.2 Plans for the Technical Symposium, originally to be held at Strathclyde University in April, had been well advanced, however this would now be held in September in an online format. Plans were also in hand for the Young Engineers Awards, which were due to be held in October, however preparations were being made to switch to an online format if necessary.
- 5.3 Build2Perform was scheduled for November, with 70+ exhibitors and 1500+ delegates in a revised venue layout involving fewer, larger presentation theatres and more spacing. A full technical program had been planned and there was strong interest with over 600 registrations already obtained. Though was already being given, however, to the possibility that the event might have to be held online.
- 5.4 The Building Performance Awards in February 2021 were due to be held in a new venue, the Park Plaza Hotel at Westminster Bridge. Planning for a refreshed event was in hand, and members were invited to review the categories and criteria for entries.
- 5.5 Rowan Crowley drew attention to the introduction of Virtual Training (pre-recorded) and Live Online training, as well as the continued revision and re-launch of Online modules.
- 5.6 Regarding Knowledge, the new arrangements under the Knowledge Management Committee and Knowledge Generation Panel were noted, with over 20 KGP sub-groups addressing specific themes and priorities and an emphasis on new outputs and formats and the digitalisation of existing content and tools. In respect of the CIBSE Journal, the pressures on income had required economies to be made, but high quality, relevant content must be protected and provided. Every effort was being made to maintain commercial relationships for the long-term and to seek innovations.

6 CHIEF EXECUTIVE'S REPORT

- 6.1 Stephen Matthews introduced the report, describing CIBSE's overall response to the coronavirus situation. The emphasis was to maintain business as normal as far as possible, maximise revenue streams, prepared to the 'new normal' and to focus on cash management. CIBSE's investment in IT had been crucial to allow staff to work from home, and this had allowed business to continue; he sought feedback, however, on any issues of concern to members.
- 6.2 He referred to the excellent work undertaken by CIBSE to support the industry and society during the crisis, through the issue of 'emerging from lockdown' guidance, and high level

engagement with the Royal Academy of Engineering and the Scientific Advisory Group for Emergencies (SAGE).

7 NEW INITIATIVES

Membership Initiatives and Online Applications

7.1 Laura Webb, Director of Membership, introduced the report. Much work had been undertaken on the Membership Strategy, and with the impact of coronavirus there had been great emphasis on opportunities to take activity online. Innovations had included Virtual Member Application workshops and Virtual surgeries, as well as Membership webinars.

7.2 Membership Interviews following the February closing date had been undertaken online, with being done online, with 160 in the UK plus overseas applicants. The process had not been entirely smooth or straightforward, but progress was being made. Interviewer training had been carried out, with additional interviewers now in place, and the Member Services team had held Regions, Groups and Societies to move their activities online. Attention was also drawn to the current membership statistics.

Grow Your Knowledge

7.3 Lucy Bamber reported on Grow Your Knowledge webinar series. This had been a key focus since lockdown, having started on 2nd April and run every Thursday at 11am. Topics had been mainly led by the Technical Department, and the opportunity had been taken to highlight new initiatives to a wider audience. The session on heat pumps had hit the maximum attendance limit of 1,000.

7.4 It was noted that all webinars were available online 24 hours after being broadcast, with a transcript to increase availability. A total of 5000 attendances had been recorded by 3000 individuals; 40% were members, and many new prospects for membership had been identified. A diverse range of speakers had been invited to participate, and a full July programme would be announced within the next week. Topics for August were being considered, and suggestions were welcome.

Coronavirus Feedback

7.5 Stuart Brown explained arrangements at HQ in response to the coronavirus outbreak; the conference centre was closed, almost all staff were working from home with only very limited access to the office for essential functions, and all meetings were being undertaken in online format. Efforts had been made to support staff through the provision of a resilience workshop, and the establishment of 'pulse' surveys to measure wellbeing and identify any emerging problems.

8 ANY OTHER BUSINESS

8.1 There was no other business.

9 DATE OF NEXT MEETING

7.1 The next meeting was scheduled for **Friday 9th October 2020 at 1.30pm.**