



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 9th October 2020 BY MICROSOFT TEAMS

Present: Ashley Bateson, Jeremy Climas, Dave Cooper, Fiona Cousins, Michael Curran, Tony Day, Sebastian Gray, David Green, Will Harrop, Susan Hone-Brookes, David Hughes, Kevin Kelly, Alexandra Logan, Maria Longo, Hakeem Makanju, Laura Mansel-Thomas, Scott Mason, Nick Mead, Kevin Mitchell, Stuart MacPherson, Peter McDermott, Farah Naz, Rebecca Neill, Geoff Prudence, Adam Scott, Mike Smith, Jarrod Tandy, Becci Taylor, Darren Woolf

Apologies for Absence: Carla Bartholomew, Roger Benjamin, Nicola Booth, Paul Coe, Les Copeland, David Fisk, Jonathan Gaunt, Roger Guyers, Dean Greer, Andrew Krebs, Keith Ma, Roger Macklin, Andrew Rowe, Jarrod Tandy, Martin Trentham

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

WELCOME AND INTRODUCTION

Stuart MacPherson opened the meeting and welcomed members, noting that the continuing impact of Covid-19 necessitated the continued use of online meetings. He confirmed that CIBSE was operating well despite the circumstances, and referred to the success of the Technical Symposium and the YEN awards.

1 MINUTES OF THE LAST MEETING

1.1 The Minutes of the Meeting held on 11th June 2020 were approved as a correct record. It was noted that Kevin Kelly has taken the issue of support for region educational activities back to the Board, and that some budget had now been made available. A number of events had been rescheduled due to the current circumstances, and online delivery had been a priority. Build2Perform was also now to be held online. Good progress had been made with online membership applications, and in respect of HQ operations further progress had been made with effective online working. Challenges remained, but the staff were focussed and coping well under the circumstances.

2 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Regional Liaison Committee

2.1 Kevin Kelly reported in issues discussed at RLC. Hong Kong had postponed its international conference until Spring 2022, as would be confirmed in the Hong Kong Report. South Wales region had an opportunity to provide input for GCSE courses in Wales, and sought support to add some relevant material into the curriculum; it was noted that help would be provided towards this.

- 2.2 RLC discussed the opportunity for a Building Services Engineering Toolkit for volunteers to take to schools / universities. This had never been delivered, and budgets have been cut as a result of COVID-19. Concern had been expressed at the previous RLC and following discussion at Council and the Board, some funding had been identified to take this forward. RLC had agreed a two-stage plan, first to develop two short videos, 'What is BS Engineering' for schools, and 'What do BS Engineers do', which should appeal to a wider audience. It was intended that these be supported by documentation which volunteers could use in schools and universities and it was hoped this could be delivered with the £5K budget agreed. It was also intended to develop storyboards, YEN had responded positively and Clare Bott would co-ordinate activities. A second stage, much later in 2021, would focus on preparing a more flexible pack to be used at conferences and shared with Regions. RLC supported this plan, and it was intended that volunteers from RLC and YEN to help progress it, further detailed approval of budgets by FRAG.

Societies & Groups

- 2.3 Stuart MacPherson reported that the meeting had discussed making events more accessible and inclusive and had noted the useful guidance that had been issued by the Inclusivity Panel.
- 2.4 A presentation had been received from Hywel Davies on proposed new standards of competency following Dame Judith Hackitt's enquiry, and the potential for feedback from Groups and Socs in their specialist areas had been discussed.
- 2.5 A template was being developed for reporting across groups and societies to develop useful and interesting content for use in the annual report.

3 MATTERS FOR DISCUSSION – CIBSE NOMINATIONS

- 3.1 Lynne Jack reported on efforts to broaden and improve the nominations process. This covered both Awards and Nominations for Officer, Board and Council membership. It was noted that the Immediate Past President chaired the Nominations Panel for one year, but a new position of Vice Chair with a three year term had been created to provide continuity. Tony Day had been appointed as the first Vice Chair of the Panel.
- 3.2 The views of Council were sought on the process of nominations for election and appointment, and also on the Honours and Awards system, which Lynne Jack and Vince Arnold had reviewed. It was not clear how visible Honours and Awards were to Council, and it was hoped to raise their profile and promote the opportunity to be nominated. Whilst this related to member engagement, it was noted that the Engagement Strand of the overall Strategy was being progressed by a separate working group.
- 3.3 The importance of recognising the contribution of volunteers was emphasised and one way to do this was through Honours and Awards. It was felt that more nominations could be made, as there were many worthy candidates who may not always be recognised. Various categories of award existed, including the Gold, Silver and Bronze medals and Honorary Fellowship, as well as medals for technical papers which were considered through a different route. The Panel had felt the criteria for awards weren't particularly clear and were not as inclusive as they should be. Lynne Jack and Vince Arnold had reviewed criteria, developed a new draft and liaised with engagement group. It was hoped to make the criteria more inclusive, and clearly identify the contribution people had made.
- 3.4 It was further hoped to make opportunities to progress on to the Board more obvious. This required a review of the communications and the visibility of opportunities, with one route being discussion at Council. A Communications group had been established to progress this, which led to the inclusion of the item on the current agenda and to the questions put to Council on which feedback was sought, being:

- 1) How do we approach and encourage members to progress into leadership positions of the Institution?
- 2) How can we improve the communication to members about nominations and awards?
- 3) What organisations have transparent processes and communications about nominations and awards? Who does this well?

- 3.5 Tony Day confirmed Lynne Jack's introduction to the issue. He had served on Nominations Panel some years previously, and felt that its operation had not changed over time and now needed to evolve and develop. The right 'conveyor belt' of talent was needed to serve on the Board and in Officer roles but that young and mid-career engineers may not see the opportunity to do this; he felt there was a need to develop younger people into leadership roles sooner to benefit the Institution. One route was through the Groups, Societies, Regions and Standing Committees. Chairs of those bodies were well placed to help, nurture and bring on new people.
- 3.6 It was noted that the CIBSE Medals were rightly highly prized awards for very significant contributions, but that there was also a need to recognise volunteer effort earlier, at the level where it was made, particularly for young members; this needed to be acknowledged appropriately. The contribution of YEN members more widely within CIBSE. Young Engineers want to see the value and benefits of getting involved, which were considerable but needed to make this clear.
- 3.7 Members commented on their own experience of volunteering, and Young Engineers welcomed being invited to participate and contribute. Katie Clemence noted that her experience of being asked to join a debate on the future of CIBSE had led on to her taking on the role of Chair of Technology Committee. When members qualified for the corporate grades of membership, this could also be a good point at which to get them more involved. The interview process provided an opportunity to engage people and identify talent.
- 3.8 It was noted that inviting young members to attend Council as visitors could also be a helpful introduction, with examples of people then becoming more involved in leadership roles. Points of contact were also important to enable people to come forward to help find a route into more active participation; in a distributed institution like CIBSE it could be hard to know who to ask. It needed to be clear that members did not have to be at a senior level in the industry before becoming more involved.
- 3.9 Regarding awards, it was important that Regions, Groups and Societies review past recipients to consider who may have been left out, and the importance of more diversity in awards was stressed.
- 3.10 It was suggested that routes to get introduced to various panels should be promoted, and examples given of stories of how people have got involved to encourage others. Whilst it was easy for young engineers to be involved in YEN, they probably found it harder to move on to the next stage but should be encouraged and welcomed to do so. It was important to bridge the gap between young engineers and senior role models.
- 3.11 Tony Day welcomed the very positive discussion, good contributions. A number of common themes had emerged, particularly around contact points, information on how to engage, and presenting journeys/stories to show how it's possible to become involved. He felt the suggestion of bring guests to Council was very positive to encourage involvement and develop skills and confidence to make a contribution. This should be considered across all parts of the Institution.
- 3.12 Lynne Jack reminded members that the point in the year was approaching when Council members would be invited to consider making nominations for awards, and encouraged all to consider this carefully. It was also noted that in addition to the more formal awards, a Letter of Commendation was also available, and should be used more widely.

- 3.13 Stuart MacPherson thanked the presenters, and Council members for their contribution. He noted the importance of personal contact and encouragement, as people were often more receptive to a personal approach than to open, published invitations. Other suggestions from members of Council would be welcome, and he stressed the importance of recognising people at all levels, and of inclusivity in the nominations and awards processes.

4 OVERSEAS REGION REPORTS

Hong Kong

- 4.1 Stuart Brown presented the report in the absence of Keith Ma, who was unable to attend. It was noted that the Region had remained very active during the year, despite the difficulties caused by the Covid-19 pandemic. Following the appointment of the new Committee in April 2020, the Region had been successful in raising significant funding to provide PPE to the London Hospital Trust during the early stages of the pandemic, and this initiative had been greatly appreciated.
- 4.2 A visit had been undertaken to the first MiC Quarantine Campus in Hong Kong during May 2020. Activities of the region had continued, including a 2-day CPD Seminar for Plumbing Design & Water Authority Submission, jointly organized by CIBSE HKR and CIPHE HKB.
- 4.3 Other activities included involvement in the judging panel for the Energy Saving Championship Scheme in April, a focus group for the Buildings Department Sustainability Report in July, online CIBSE Interviewer training in August, and participation in the selection panel for the HK Polytechnic University Outstanding BSD Alumni Award in September.
- 4.4 Forthcoming events included the HK Joint Symposium half-day webinar in October, 12 JCC courses on Healthy Plumbing & Drainage System for Liveable City 2020 from October to December, and 12 CPD courses jointly organized by CIBSE HKR, HKIE BSD and ASHRAE HKC in the coming months.

CIBSE Ireland

- 4.5 Michael Curran reported on CIBSE Ireland, who first acknowledged the work of John Doherty, who was standing down as the Region's Benevolent Fund Almoner after 11 years of service. He went on to report on the very successful Membership Briefing held in March with support from HQ, which had involved a breakfast meeting with students. This had led to an increase in applications, and he acknowledged the work of the Region's interview panel.
- 4.6 The ongoing Covid-19 pandemic had unfortunately led to the cancellation of a number of networking and social events that had been planned. Collaboration had continued with a number of other organisations, however, and he acknowledged the excellent work of CIBSE members in responding with timely technical guidance that had been of great value in the region as well as elsewhere.
- 4.7 The region continued to support students, including the donation of guides to students in Technical University Dublin, NUI Galway and GMIT Galway, and reported on progress of the SDAR awards. CPD continued to be provided, with 14 live / recorded CPDs available and 6 more pending.
- 4.8 He went on to report on the Corporate Member Lunch held in November 2019, which had been arranged to highlight the importance of CIBSE Corporate Membership, and on the 'virtual quiz' arranged and run by CIBSE YEN Ireland. The winter webinar series was also noted, and work continued on a range of other activities.

Australia & New Zealand

- 4.9 Mark Crawford presented the report of the Australia and New Zealand Region, informing members that the work of the region continued, despite the difficulties of the COVID-19 pandemic.
- 4.10 He went on to report on the Young Engineer of the Year Awards, which due to the current circumstances had been held as a webinar event. The Webinar had been hosted by YEN Representative Melanie Finch, and he invited Council members to view the highlights video which was hosted on the CIBSE Website.
- 4.11 Mark Crawford further reported on the ANZ Seminar Series, titled “A 2020 vision of a 2030 reality.” This had been held as a live Webinar and made available across the whole region. The recording of the event was also available on the CIBSE website, and Council members were invited to view the webinar.

United Arab Emirates

- 4.12 Farah Naz introduced the report, referring to the region’s focus for 2020/2021 on Healthy Building and Net Zero Building. She reported on the launch of the Design Guide for UAE which had been held as a virtual event in June, with 250 participating. The Health Building Conference – the region’s first virtual conference – had been held in August, with excellent attendance from across the world, and the Student Design Competition had been launched in October.
- 4.13 The region continued to develop industry engagement, participating in judging for the MEP Middle East Awards, the Bentley Infrastructure Student Design Competition and the Cityscape Awards. The annual Gala Dinner had unfortunately had to be postponed, but it was hoped it would be held in February or March 2021. Future events included the Net Zero Conference, which was also scheduled for February / March 2021.
- 4.14 Farah Naz drew attention to the importance of diversity & inclusion, noting the very high proportions of women in the region studying STEM subjects and working in the STEM field from engineering to aerospace. This needed to be reflected in Institution membership particularly in the senior grades. There were currently a total of 353 members in the region.
- 4.15 The region’s continuing activities in events, CPD and knowledge sharing were noted, as were its social outreach strategies and the analysis of its social media footprint.

5 CHIEF EXECUTIVE’S REPORT

- 5.1 Stephen Matthews introduced the report, which comprised material assembled by the executive and showed the range of activity and complexity of CIBSE. He thanked all members and staff who have continued to deliver ‘business as usual’ as far as possible despite the current challenges. It was important to have clarity of purpose during difficult times, and the priority was to maintain business as usual. This had not been without challenges but in majority of cases those challenges had been met. He felt the staff had shown much agility in adapting and handling such tasks as the online Technical Symposium which whilst lacking the usual atmosphere had enjoyed a very high quality of content, enthusiasm and commitment. Some were finding the continued lockdown demanding, and staff welfare was being taken very seriously, with regular briefings and communication.
- 5.2 The second priority was revenue streams, which was very challenging for CIBSE Services, having depended heavily on face to face training. Every effort was being made to stabilise revenue where possible and take opportunities as they arose. It was not clear what demand for face to face training would be in future, but e-learning had come back into

strong focus. There was much concentration on managing finances, and he thanked FRAG, the finance staff and budget holders for their efforts. The management accounts were better than anticipated, as was the cash position, but significant revenue was still in doubt for the final quarter. CIBSE had not furloughed staff, and the continued work in membership department in particular was showing some returns.

- 5.3 The third priority was to prepare for the 'new normal.' The Technical Symposium, and B2P, gave rise to technical challenges and complexity, as had the YEN awards which had involved a large number of people with much pre-recorded. It was not clear what CIBSE would look like in 18 to 24 months, and it was important for members to be proactive in telling us what we should be doing to support their activities and wider society. He believed CIBSE Knowledge remained a unique factor of great importance, and in previous six months that has been even more significant in gluing CIBSE together. Over 41K downloads had been made of COVID guidance, advice given to SAGE and on ventilation on re-occupying buildings. This showed the value of knowledge, which members deliver and staff disseminate.
- 5.4 There were challenges ahead, but in a range of issues CIBSE would be at the forefront – these included the Building Safety Bill, challenges on competence, creating a safer built environment, the Building Safety Executive, and competence in design construction and occupation. There were also the challenges of climate change, reducing CO2, and creating a net zero environment. He believed CIBSE had an even brighter future, the challenge was meeting the many demands with the resources we have. Home working had made things more complicated, but he was grateful that CIBSE had invested in the IT to make it possible. Almost all systems and data were now in the cloud, and CIBSE was currently in the discovery phases for web future development. CIBSE had a very important role, and members must be empowered to deliver it.
- 5.5 It was noted that whilst CIBSE had a key role for the future, there were severe resource challenges in the UK engineering profession, and it was vital to encourage more people into the industry, and to encourage employers to take a much stronger line on engineering competence.

6 NEW INITIATIVES

Ventilation Guidance

- 6.1 Hywel Davies informed members that a working group was current revising the ventilation guidance, with the aim to launch Version 4 in the very near future. He asked members to look out for the launch and thanked those senior members who had been active in this work which had been of great importance, particularly with government bodies.

Building Safety Bill

- 6.2 Hywel Davies reported on the development of the bill, which was a major piece of legislation. It applied only in England but the implications for CIBSE would be much wider, affecting the rest of UK and Ireland and possibly elsewhere. The bill had been triggered by the Grenfell Tower Fire and much influenced by Dame Judith Hackitt's review of fire safety and building regulations.
- 6.3 There were three key issues to note. Firstly, the bill was primary legislation and many powers would need to be developed by secondary legislation through statutory instruments. The detail was not yet fully worked through.
- 6.4 There would be a new Building Safety Regulator responsible for Building Regulations relating to all buildings in England – this would not cover only high-rise apartments. There would be a more stringent regime for 'buildings in scope', including high rise residential buildings over 6 floors, but potentially also including care homes, hospitals, and student accommodation – this was yet to be confirmed.

- 6.5 There would be new requirements for competence for buildings in scope and this would have to be demonstrated. The detail again remained to be clarified and was the subject of a consultation which members were encouraged to review, particularly if they had responsibilities for competence and building services professionalism.
- 6.6 The Bill provided for BRAC to be replaced by a Building Advisory Committee. Also, a Competence Committee will advise the regulator and there would be a statutory duty for the regulator to focus on competence.
- 6.7 In summary, significant change was coming and CIBSE and the industry needed to embrace and support it. There would be more rigorous CPD, and regular validation or revalidation of competence for those working on buildings in scope.
- 6.8 The draft Bill was being reviewed by a select committee at DCLG, which was questioning many including Dame Judith Hackitt, and Hywel Davies quoted a note from Dame Judith stating that 'increased competence across the whole sector needs to extend to every part of the industry to deliver the quality that people deserve.'
- 6.9 Members agreed that the bill would have a significant impact and that CIBSE and the profession should play a key role in raising the level of professionalism. Hywel Davies confirmed there would be opportunities for engineers, but also be a responsibility and an expectation for engineers to respond and to flag up issues where necessary, which may cause some challenges; there may need to be specific provision for whistle blowers.

7 ANY OTHER BUSINESS

- 7.1 There was no other business.

8 DATE OF NEXT MEETING

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