



MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL Held on 8th October 2021 BY MICROSOFT TEAMS

Present: Vince Arnold, Annette Ash, Ashley Bateson, Nicola Booth, James Bourne, Paul Bullock, Adrian Catchpole, Mary-Ann Clarke, Katie Clemence-Jackson, Derek Clements-Croome, Steve Clifford, Paul Coe, David Cooper, Michael Curran, Matt Crunden, Tony Day, Dean Greer, Paul Guyers, Makanju Hakeem, Phillip Hilton-West, Chris Iddon, Pritpal Jandu, Kevin Kelly, Ruth Kelly Waskett, Tom Lelyveld, Stuart MacPherson, Peter McDermott, Roger Macklin, Laura Mansel-Thomas, Scott Mason, Rebecca Michaelson, Frank Mills, Kevin Mitchell, Farah Naz, Ted Pilbeam, Geoff Prudence, Andrew Saville, Adam Scott, Tony Sung, Jarrod Tandy, Becci Talyor, Martin Trentham, Karen Warner, Peter White, Darren Woolf

Apologies for Absence: Chris Aspinall, Fiona Cousins, Mark Crawford, David Fisk, Will Harrop, Doug King, Stephen Lisk, Alexandra Logan, Andrew Piper

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

WELCOME AND INTRODUCTION

Kevin Kelly opened the meeting and welcomed members, referring to the hope that meetings would soon be returning to in-person, and stressing his wish to introduce more inclusivity and to invite a wider range of members to Council. He referred to a number of important initiatives that were being taken forward within the Institution, including the Nominations Process, a proposed Governance review, new income and membership targets, a review of premises needs, the website project, the generation of new knowledge and work with government on Building Safety.

1 MINUTES OF THE LAST MEETING

1.1 The Minutes of the Meeting held on 10th June 2021 were approved as a correct record.

2 UPDATE / RESPONSE TO ISSUES FROM PREVIOUS MEETINGS

Regional Liaison Committee

2.1 Kevin Mitchell reported on the meeting held that morning, which had been well attended and productive. Progress reports on TPAC and the Website project were received and discussed, and the potential return to face-to-face events was discussed; it was noted that attendance had been higher at online meetings, and that hybrid meetings should be considered in future. The provision of technical event content both in person and online had been discussed, improving inclusion but also allowing a social aspect, potentially in different locations at the same time. New resources for regions had been noted and discussed.

2.2 Break-out sessions on 'steal and share' had been held at the meeting to discuss challenges encountered by regions, and to share successfully approaches taken. The challenge of volunteer succession in regions had been a common theme, and membership engagement had also been discussed. Recent successes in online technical events had been noted, with some very strong attendances achieved. Social events were also well received, particularly where these were more relaxed and informal. The CIBSE Speaker

programme was positively received, and the recent retreat held in Hong Kong had been discussed and well received.

- 2.3 Overall it had been a very positive and engaging meeting.

Societies & Groups

- 2.4 Kevin Kelly reported on the Societies and Groups meeting, which had covered a number of the same topics, including the website project and the potential for hybrid meetings. The opportunity to have world-class speakers through online connection had been noted, and it was noted that guidance notes for hybrid events were being prepared.
- 2.5 A proposal for a new Group on Dilapidations and Inspections had been discussed, with Gavin Laing having offered to take this forward, and interest was sought from other members to obtain the necessary level of support. Guide M on Facilities Management had also been reviewed.

3 MATTERS FOR DISCUSSION

Policy & Legislation Update – Hywel Davies

- 3.1 Hywel Davies gave an update on policy and legislation, noting that this related chiefly to the UK and to England in particular. Much work was in progress, including sustainability and net zero, building resilience on climate and disease, health and wellbeing and building safety.
- 3.2 Regarding net zero, various commitments were in place particularly net zero by 2050 across the UK economy; there was serious debate around the decarbonising the heating of buildings, and the Heat in Building Strategy was due out ahead of COP 26. This was expected to promote the use of heat pumps, on which CIBSE had published guidance. There was also emphasis on electric vehicles, and provision for these was likely to be included in Building Regulations. Both these would have implications for electricity demand, and improved efficiency would be important. Parts L and F revisions were expected, and a requirement to deliver net zero ready homes by 2025. Another expected new part of the Regulations would cover overheating, and there was the possibility of a new part covering embedded carbon. Revisions were likely to put more attention on building management.
- 3.3 The draft Building Safety Bill was now in Parliament, with significant implications for the competence of engineers, new statutory duties, and the ‘golden threat’ which would be significant in terms of the information demands in respect of building services. New competence requirements would be forthcoming, and this could have implications for mutual recognition in respect of Ireland. Insurance was also a key issue, and there was a growing theory that some aspects of the Building Safety Bill had not been discussed with the insurance industry; this might result in difficulties obtaining insurance for some of the potential new risks and liabilities involved. It was also noted that the creation of the new Department of Levelling Up, Housing and Communities under Michael Gove might result in further new developments.

Break out discussion: “World Class PEI”

- 3.4 Ruth Carter noted the need for CIBSE to be a world class, high performing PEI, and that the input of Council was needed in this process. She asked Council members to consider what CIBSE should look like in ten years’ time, to give a flavour of the themes which members felt would be of most importance. Council then divided into five breakout groups for discussion, ahead of a feedback session to review the discussions held in each group.

Feedback

- 3.5 Mary-Ann Clarke reported on her group's discussions, which had produced diverse opinions including on what CIBSE's international role should be. CIBSE should remember its purposes and to take the membership on board. The Institution's reputation should be upheld, and the profile of the engineer raised; some countries had much higher regard for engineers, and this might prove helpful. Governance and inclusivity were important, and CIBSE should focus on its strengths. Innovation and adaptation were stressed as was the need to raise the profile of building services and to consider those in all roles, not only those with chartered status; and in ten years, current graduates would be very different engineers. The need for CIBSE to be a dynamic institution was stressed.
- 3.6 Scott Mason reported that his group had a very positive discussion and focussed strongly on knowledge. Frank Mills confirmed this and suggested that in addition to the science and engineering of building services, it was important to embrace building physics and integrated design. Management was an important skill for engineers, as was behavioural engineering and the ergonomics of buildings. Finance was also important, as was broader construction knowledge; and on the operational side, facilities management was important. Upgrading and updating of equipment were also key areas, and commissioning was also stressed. Breadth of experience was emphasised, and the importance of innovation and the development of data sets. Scott Mason went on to emphasise the value of short briefings as provided by Hywel Davies, which provided headlines that could be followed up as required. CPD was also a key area, and new means of information sharing should focus on short and concise delivery. A working group was suggested on the diagnosis of issues in buildings, and a voluntary scheme for members to contribute to post construction evaluation. Finally, a mechanism to allow greater authority to impact on financial decisions to ensure quality was delivered.
- 3.7 Ashley Bateson reported on his group, highlighting the need for CIBSE to be a font of knowledge and to be future thinking, so that its views were sought after, including in the media. Knowledge must be easy to find and access, and again the need for short, concise delivery had been recognised particularly in securing volunteer input for knowledge production. Regarding engagement, ways of incentivising this had been discussed, and the international dimension had been discussed; this was an opportunity and a challenge, as knowledge related to different geographical conditions would be needed, but this may engage regional input.
- 3.8 Makanju Hakeem reported that his group had covered a number of key points on international presence and knowledge sharing. It was important to embrace changing, building on the best of what we know, and to establish our international presence by learning from the knowledge and culture of others and making it readily available to a wider audience. A circular economy with young and old sharing experience to solve problems was needed, and to look outwardly to embrace other bodies and influence widely. CIBSE needed to define good in a way that could be applied globally and should be the body that everyone came to as an established authority. Membership was felt to be a wider debate to be addressed.
- 3.9 Andrew reported that his group had limited attendance and had taken a different approach, reflecting that building were complex systems, with many branches of engineering working with greater or lesser degrees of integration, whilst the biosphere in which we sit was one large, albeit complex, system. It was important to integrate the engineering of buildings much more closely into the environment, working across a number of disciplines with which we would not normally interact; he emphasised environmental engineering in its broadest sense. Building components needed to work well within buildings, but buildings should also work well within towns and cities, which should in turn fit well into the wider environment. The need for integration was an area that could be expanded greatly.

- 3.10 Tony Day reported on a wide-ranging discussion, which had noted that Covid-19 had highlighted the way CIBSE responded to events of national and international importance. CIBSE should not only react to this but look forward to how it could be the go-to institution in developing situations. Reacting faster to change and events was essential, and becoming a driver or research and development, and providing a foresight function based on case studies and best practice. Translation of CIBSE guidance into other languages was suggested to broaden reach and international traction. Partnering with universities was seen as important, not only as part of R&D drive, but to ensure universities delivered all the competencies needed, with practical understanding as well as theoretical knowledge. The demonstration of competence was key, and the fit of building services into the supply chain was essential. It should be an aim for all school students to understand what building services was before taking their GCSEs.
- 3.11 Ted Pilbean welcomed the views expressed from the perspective of Knowledge Management Committee and stressed the need for more engagement; we were on a journey to deliver knowledge digitally, and he noted the record number of publications created over the last year. He thanked members for their input. The need to be outward looking and embrace difference methods and rapid change was stressed, and the name of the Institution was suggested to remain a problem.

4 REPORTS FROM OVERSEAS REGIONS

Hong Kong

- 4.1 Vincent Ma reported on behalf of CIBSE Hong Kong, noting that the Covid-19 situation was reasonably stable which had helped to continue activities. He reported on the development of new ideas and initiative, with input from YEN, and the region was keen to build on the Institution's strategy in discussion with the President and Chief Executive. He referred to forthcoming events and thanked the President for the pre-recorded speech which had been made available. He drew attention to the upcoming CIBSE Hong Kong Awards event which would have over 100 attending and with key government officials invited. He referred also to the annual Joint Symposium, which was a joint event held with the Hong Kong Institution of Engineers and with ASHRAE at Hong Kong Polytechnic University; this was an important event for the industry in Hong Kong. It was also planned to arrange some in-person technical meetings and CPD events.

CIBSE Ireland

- 4.2 Michael Curran reported on developments in CIBSE Ireland. A number of online committee meetings had been held, but with the most recent being in hybrid format. He thanked the Membership team for their presentations in June and September, and the region had set up a new group on school and college liaison which had contacted with all relevant colleges. Liaison was also being undertaken with the careers service to draw attention to Building Services careers.
- 4.3 The region had collaborated with YEN and others in the production of a technical video in respect of the new children's hospital, which was a great tool to demonstrate the value of building services engineering. A formal presentation was planned with a full walk round of the hospital.
- 4.4 New working groups had been set up dealing with non-domestic heat pumps, student / graduate membership and women in engineering. He also reported on liaison with the Construction Industry Federation on a task force on increasing costs of Mechanical and Electrical Services, which had noted current supply problems.
- 4.5 A number of social events and fundraising initiatives were noted, as was the forthcoming autumn webinar series and further conference participation, and the strong booking for the

Christmas event. More details on the annual Awards event would be forthcoming shortly, and a new mentoring group had been established with ASHRAE for junior engineers.

- 4.6 It was noted that CIBSE guidance had been recognised in numerous government reports in respect of Covid-19, however the issue of recognition of CIBSE engineers in Ireland remained an issue which needed to be addressed; this had the potential to affect membership levels. It was agreed that this must be given further attention, and further representations made now that Brexit had been completed.

Australia & New Zealand

- 4.7 Mark Crawford had been unable to attend for this section due to the timing of the meeting.

United Arab Emirates

- 4.8 Farah Naz reported on UAE region, noting that virtual committee meetings would be continuing into the new year. She reported on the launch of the Abu Dhabi and Saudi Arabia design guides with input from CIBSE HQ, which had generated a very positive response with excellent attendance at the launch. A net zero conference had also been held in collaboration with RIBA, CIOB and ASHRAE and with participation from global speakers and World Green Building Council; this had included valuable case studies and had been well received. A student design competition had also been held to design a net zero building, with external and CIBSE committee judging, and the region was working with YEN to start a podcast for young graduates.

- 4.9 A role model YouTube series was also being developed. It was hoped to re-connect with those who had started the UAE region and to lay down a record of the development of the region. Online CPD sessions had been held, with regular attendance from around the middle east, and efforts were being made to deliver CPD sessions in Arabic. The committee was planning to hold the annual dinner in March, alongside a student design competition. The committee had chosen digital engineering for its focus this year and brainstorming sessions were being held with a view to holding a one or two-day conference in due course. It was also hoped to initiate a monthly membership session in order to drive forward membership development in the region and this was being discussed with HQ.

5 CHIEF EXECUTIVE'S REPORT

- 5.1 Ruth Carter introduced her report, noting that she had been in contact with almost all members of Council since her first attendance at June Council, and she stressed the importance of input from Council and the membership at large. She welcomed the use of break-out groups at Council, which was very positive and enabled all voices to be heard.
- 5.2 Ruth Carter went on to report that a review of governance was planned, following previous reviews in 2010 and 2015, not because of any identified problems but because it was important not to be complacent and to consider whether arrangements remained appropriate in the face of changing circumstances. Plans for the review would be made before Christmas and would be taken forward in early 2022.
- 5.3 In addition to conversations with Council members, Ruth Carter had also contacted a wide range of volunteers and active members, and also some who were previously engaged but now felt disenfranchised or less enthusiastic. She had also contacted a selection of randomly selected members, to get a range of inputs from members at large. Responses received included concerns over the Institution name, as raised earlier in the meeting, and she suggested that a descriptive strapline was needed to explain what CIBSE stood for and engage people. Many felt that belonging to CIBSE was being part of a club, and she felt that the focus should be on being the best, rather than the biggest. Networking and mentoring had also been raised, and the need for circular information, which had been mentioned earlier, and the passing on of knowledge was important.

- 5.4 Regarding international development, there was enthusiasm for and international presence, but not at the expense of the UK membership. There were key areas which she felt should be looked at for development, and already CIBSE knowledge was downloaded in almost all countries in the world. She felt there was also a need to make CIBSE more accessible and easier to navigate. Overall, there was a real pride in belonging to CIBSE and support for the direction of travel. CIBSE was in a strong position, financially strong and with robust governance, but it was important not to stand still.

6 NEW INITIATIVES

Nominations Process

- 6.1 Tony Day reported on the new Nominations Panel process that was being implemented in the current year. The discussion at the previous Council meeting had been helpful, and since then the new system was being taken forward to deliver a more open and transparent way of assessing candidates for the Officer, Board and Council membership. A campaign had been run to generate suggestions of potential candidates, reaching out to all sections of the Institution at the membership at large. This had generated a much higher level of interest than in the past, which was very positive. Places were limited of course, and there was a strong focus on making sure that all those who had come forward were engaged and further involved in the activities of the Institution. The Panel would shortly be receiving papers on all candidates and would implement a new assessment process against agreed criteria. All candidates would be provided with feedback, and it was expected that the process would be refined in future years.
- 6.2 The importance of developing and encouraging younger members was also pointed out, and it was noted that the YEN provided scope for this and was asked to provide representation in many areas across the Institution's work, including co-opted members on the Board and the Nominations Panel. The value of mentoring for younger members was also stressed, and introduction to areas of the Institution's work.

Membership Developments and Renewals 2021

- 6.3 Laura Webb reported on the release of a new UK Spec by Engineering Council, and all CIBSE documentation had been updated in line with this. Interviewing was about to start against the August deadline, and increased interviewing training was being undertaken to facilitate membership growth.
- 6.4 Regarding renewals, the overall retention rate was 88% for 2021, which was a solid rate given that this included Affiliate and free student membership. This was the same as 2020 and only marginally below the 2019 results, which was very positive given the effects of the pandemic. Corporate membership retention was marginally down, although the Member grade held up strongly. Just under £3M in income had been achieved, which was in line with budget although the budget had anticipated some difficulties in retention, and no increase in subscriptions had been implemented. Membership numbers at 1st October, which was not the highest point in the year, was slightly above 2020 levels, although still slightly below the 2019 position. For the UK closing dates, applications were above both the 2019 and 2020 figures.

Climate Change Action Plan & COP26 – Hywel Davies

- 6.5 Hywel Davies reported on the CIBSE Climate Change Action plan, which had also become a model for the CIC Climate Change Action plan across the whole construction sector. A number of actions were planned across all CIBSE's activities, and more detail on these would be made available.

6.6 It was noted that CIBSE would be involved in a number of events at COP26, including work with Royal Academy of Engineering to produce videos on the potential contribution of engineers to mitigate climate change, and a UKGBC session on one morning of the conference. Various information would also be issued during COP26 on the work of CIBSE, and all efforts made to raise the profile of the Institution.

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 11th February 2022 at 1.30pm.**