1 WELCOME AND INTRODUCTION

1.1 George Adams took the Chair in the absence of President Peter Kinsella and welcomed members to the meeting. Attention was drawn to the Apologies for Absence notified for the meeting.

2 FORMAT OF COUNCIL MEETINGS

2.1 George Adams introduced the issue, explaining that much thought had been given to ways of improving the effectiveness of Council meetings and the engagement between Council and the Board. Attention was drawn to the circulated paper, which had been discussed by the Board and on which the views of Council were sought. Attention was also drawn to a list of potential items for future discussion at Council, on which feedback was also sought. Following the introduction of the item, Council divided into four break-out groups to discuss the issues raised in more detail.

2.2 Following the break-out group session, each group leader provided feedback as follows:

2.3 Gay Lawrence-Race reported that the discussion had been very positive, with support expressed for the proposed new format for Council. There was support for a Council action list with clear follow up of actions, and also for liaison with Council between meetings since these were held only once every four months. It had been agreed that consultation items from the Board should be clear and specific, and that papers should be issued in of meetings to allow proper consideration to the issues raised. Reports given to Council for update could be taken as read, with only highlighted points drawn out. It had also been suggested that a single point of contact on Council, other than the Chair or Executive, could be established to pull together and prioritise suggestions; this person would be the ‘owner’ for the Council process and could take ownership of the action list.
2.4 **Cathie Simpson** confirmed that there had been a positive discussion. It was felt that reports to Council should be short, and that the use of break out groups was very helpful. The need for Council discussions to be linked to the Strategic and Operational plans was highlighted, and there was general support for the principles set out in the paper, and for discussion of all the specific items that had been suggested for Council’s consideration.

2.5 **Nick Mead** reported that his group had identified the need for a better understanding of roles and structures within the Institution, and suggested that the way in which this information was provided to Council should be reviewed. It was suggested that access to Board minutes, perhaps in a reduced version, could be beneficial to Council members. The Board Away-Day format was considered positive and useful, but greater understanding of individual challenges and needs facing the Institution was required.

2.6 **Andrew Saville** highlighted reported that his group had emphasised the need to consider training and improved information for Council members on their role. There was support for the proposed new Council format as set out in the paper, and there was a need to consider how to prioritise items for consideration by Council.

2.7 More detailed feedback from each Break-Out group is attached at Appendix 1.

2.8 In summary, it was agreed that there was general support for the revised format of Council as proposed. It was further agreed that the responses to the suggested subjects for discussion would be collated to establish the level of support for discussion of each issue. In view of the broad support expressed, it was confirmed that the next meeting of Council would be structured in line with the proposals set out in the paper.

**ACTION: PK/SM/SB**

### 3 CHIEF EXECUTIVE’S REPORT

3.1 Stephen Matthews introduced the circulated report, highlighting the continued growth of CIBSE’s membership and noting that the median age was lower than in many other bodies. The breakdown of membership numbers by grade and gender was noted, and it was noted that much more work was needed to address the gender imbalance.

3.2 Attention was drawn to recent international visits to Qatar and UAE. The strategic issues surrounding membership development in developing countries, and the question of CIBSE’s responsibility to the developing world, were pointed out.

3.3 Council was informed of the Board Away-Day at Cumberland Lodge was noted, and the value of this annual exercise in developing team working was stressed. Attention was also drawn to the successful CIBSE ASHRAE Technical Symposium which had enjoyed increased attendance and very positive reports from attendees. The next symposium would be held at UCL on 15th to 17th April 2015.

3.4 Regarding the development of engineering skills, it was felt that CIBSE was now a key player in its field and needed to take greater responsibility for the development of the engineering profession. A huge challenge lay ahead in the UK to provide the right quality and quantity of engineers. Attention was drawn to the Review of Engineering Skills report by Professor John Perkins, and also to the issues related to promoting IEng and EngTech.

3.5 Members were informed of the new Leadership in Building Performance Conference and Exhibition to be held in October, which was a major new development for the Institution. The Building Performance Awards, and other forthcoming events, were also noted.

3.6 The success of the Knowledge Portal was noted, with high levels of visitor numbers and downloads. Feedback on the new Website had been positive although areas had been identified that needed improvement. Hard copy sales had however reduced considerably following the introduction of the portal.
3.7 Members were invited to raise questions, and a request was made for information about lapsing rates and Stephen Matthews undertook to have this information provided.  
**ACTION: SM**

3.8 Regarding the recruitment of engineers to the profession, it was noted that this would have considerable implications for the future. It was suggested that the changing educational situation might result in more engineers looking to IEng registration.

3.9 Stephen Matthews stressed the importance of members providing feedback to HQ, and the need to put members at the heart of the Institution.

3.10 Phil Jones reported that he had received training from Richard Howard on the operation and updating of the new website, which allowed Societies, Groups and Regions more input and control over the information published. He encouraged others to take up this training.  
**ACTION: All as appropriate**

3.11 It was suggested that the manufacturing sector provided an opportunity for CIBSE to promote membership, as many in that sector might welcome the recognition of engineering registration. Thoughts and ideas to develop this would be welcomed and should be forwarded to Carilyn Clements at HQ.  
**ACTION: All**

3.12 The growth in membership was welcomed, but the reduction in Building Services courses was a source of concern. The need for CIBSE to keep up to date with the changing picture was stressed, and work was being undertaken to identify relevant educational institutions, and changing patterns of recruitment. The possibility of Council members taking a role in liaising with colleges was suggested.

3.13 Gay Lawrence Race referred to the information on gender balance, and to the promotion of the Fellow grade. She encouraged all members to take this issue back to their Societies, Regions, Groups and Networks to encourage the development of members through the grade structure. The importance of converting Affiliates to higher grades of membership was also noted.  
**ACTION: All**

4 **REPORTS FROM SOCIETIES**

**Society of Light and Lighting**

4.1 Brendan Keely, SLL Secretary, presented the apologies of John Aston, SLL President, who was unable to attend the current meeting but looked forward to working with Council over the next year. Brendan Keely went on to outline recent developments within SLL, which now had 2,600 members but believed there were further opportunities for growth. A campaign was being planned to encourage all members to recruit a colleague. The SLL Master Class programme was being re-launched with a new format, and with the objective of promoting lighting to a far larger audience, and the addition of a lighting award to the Building Performance Awards was noted. He also reported that 2015 would be the UNESCO International Year of Light, an opportunity to promote lighting design, the profession and light based technologies. Each continent would have a central steering committee and each country its own local committee. SLL would be supporting the European Physical Society as well as the Institute of Physics representing Europe and the UK respectively.

**Society of Public Health Engineers**

4.2 There was no report from SoPHE as Chris Northey was unfortunately unable to attend.
Society of Façade Engineers

4.3 Hywel Davies, Technical Director, presented the apologies of Graham Dodd, SFE Chair, and presented the report in his absence. SFE had seen positive growth over the last year, increasing from 270 to 425 members and with around a third of its membership outside the UK. Regular technical events were held, raising the profile of the society and encouraging networks. A prize had been instituted in the last year which had been presented at a major annual industry event; it was felt that this had made a significant impact on SFE’s profile and was a major contributing factor to the large increase in membership.

4.4 The major current focus was to continue to grow membership and profile internationally, in what was a global discipline particularly in its supply chain. International guidance was also needed by the industry, as many Façade Engineers carried out design work for installation in different countries. There had also been a significant refreshing of the SFE Board with Graham Dodd taking the chair, and there was considerable energy and enthusiasm amongst SFE Board Members.

4.5 In response to questions, it was confirmed that the Society was very concerned to see the role of Facades as part of the whole building, and it was noted that the Society involved RIBA and IStructE members as well as CIBSE members.

4.6 Regarding potential localisation of production, it was noted that there could be significant scope for savings in materials and energy implications from local production and on-site fabrication. It was noted that a new TM on resource efficiency would shortly be available. It was agreed that this issue would be fed back to the Society for discussion.

ACTION: HD

Institute of Local Exhaust Ventilation Engineers

4.7 Wally Gilder, Chair of ILEVE, reported recent activities. ILEVE was a relatively new society having been established in 2011 with the intention of raising standards in the Local Exhaust Ventilation profession. It was pleasing to note that the membership had been maintained, with few of the original members having left, and corporate membership within ILEVE had increased as members worked their way through the qualifying system. A considerable increase in membership would be welcome, but this would require a demand for qualified people to do LEV work. This was hampered at present by a lack of established standards, in spite of the legal requirement to employ competent people.

4.8 It was noted that a good proportion of ILEVE members had joined in the hope of gaining EC registration, and the society was now at the point where it was ready to move some individuals through the registration process. It was noted that almost all ILEVE members were new to CIBSE, and therefore provided a recruitment opportunity for the Institution as a whole. This would be further reinforced by successful applications for EC registration.

4.9 Work was being undertaken with B&ES on a guidance document (TR40) of the supply of LEV, and it was hoped that this would be adopted as a standard for tenders in the future. The requirement for the use of competent individuals should also help to promote ILEVE membership. Work was also continuing with HSE on providing guidance; ILEVE was seen by HSE as a key professional body in the field, and acknowledged on the HSE website.

4.10 The lack of training on LEV was noted, and the society was keen to work with the key manufacturers to provide an eight week training course. ILEVE was also working with a range of other bodies and was appearing at exhibitions to raise its profile. An event was being held at the Royal Society in the autumn, and Wally Gilder hoped that Council and Board members would be able to attend.

ACTION: All
4.11 In response to questions, it was noted that indoor air quality was part and parcel of the work of ILEVE members. Attention was also drawn to the danger of LEV being turned down or off to save energy in buildings; this was an issue that needed to be tackled.

4.12 Regarding membership, it was suggested that it would be useful to produce a list of bullet points identifying the key knowledge and competence required. It was agreed that this could easily be provided as the requirements were well documented.

**ACTION: WG**

4.13 Wally Gilder also confirmed the value of his attendance at the Board Away-Day in developing knowledge of the Institution and connections to other members.

**5 MATTERS RAISED BY COUNCIL MEMBERS**

5.1 The value of feedback from Council members as a key resource available to the Institution was pointed out and acknowledged.

5.2 It was suggested that an action list be developed from the current meeting, and should also refer back to the previous meeting of Council; this could be informed by liaison between the group leaders from the current meeting. It was agreed that this would be undertaken.

**ACTION: SB**

5.3 Members were keen for the outcomes of the current meeting to be taken forward, and suggested that progress be circulate to Council members in time to provide feedback. It was noted that the July meeting of the Board would review Council’s input and produce a paper that would be circulated to Council by the end of July.

**ACTION: SM**

5.4 Regarding CIBSE Research activities, it was agreed that Ashley Bateson would discuss this further with Hywel Davies and Anastasia Mylona.

**ACTION: AB/HD**

5.5 Reference was made to research funding obtained by a number of universities in respect of advanced computational modelling techniques. Further information on this issue was available from David Palmer, who would welcome input.

**ACTION: All**

**6 DATE OF NEXT MEETING**

6.1 It was noted that the next meeting would be held on Friday 10th October 2014 at 1.30pm.
DETAILED FEEDBACK FROM COUNCIL BREAK-OUT SESSIONS

Appendix 1

Group Leader - Gay Lawrence-Race

Overall there was agreement that the proposed new format should be adopted.

Purpose of Council
1. A crucial resource and way to involve members.
2. To contribute to governance of CIBSE
3. Members can contribute via the Regions
4. Better briefing on Council role and responsibilities required for new members
5. Clear responsibilities identified for Council members – ie not just to attend but to do! – eg gather views
6. Two way communication between Board and Council

Council meetings - purpose
7. Main purpose of actual meetings should be discussion and debate - dissemination of information should be done by other means.
8. Council should be used to seek advice – eg use forums in Regions to seek input and feedback views Council should have tasks to do and things to take back to the Regions
9. Suggest one key strategic item per meeting with the debate having enough time to reach recommendations /actions. Item to be notified in advance
10. Items from Board for discussion notified in advance
11. Feed in items from RLC meetings

Council meetings - management
12. Suggestion to have a Council ‘Leader’ to co-ordinate the process and ‘own’ the Action List
13. Council papers should be sent out earlier with minutes and action list to be sent shortly after the meeting so items can be followed up
14. Speakers should send reports out before hand and only highlight key points at the meeting and papers must be sent out in enough time to allow reading time
15. Breakout sessions are excellent to enable more views to be put

Council meetings - Timing and venue
16. Venue– outside London occasionally
17. 4 months between meetings is too long – 4 months (or even 2) is too long to wait to raise important issues.
18. Board meetings 6 x per year. Council 3 x. Intermediate communication to Council would be useful – use electronic communication between meetings
19. Round table layout would be better than lecture style and encourage involvement

Action List & Feedback
20. The Actions List should have clear allocated items. Feedback on items should be given after the meeting rather than at the next one. Actions and progress should be reported more regularly

Communication
21. Use electronic communication with Council between meetings. Council is a whole year job – not just 3 days a year!
22. Need to be able to rise issues between meetings
23. There should be a column in the CIBSE Journal on what happens at Council – what is discussed, views, news etc
24. Linkedin and Twitter should also be used to inform on what is happening - involve younger members on how the Institution works
Group Leader – Cathie Simpson

There was strong agreement that the proposed new format should be adopted.

All of the FIVE motions put to Council were considered worthy of Council discussion.

1. Richard Davies
   a. Strategy – is it agreed? Is there an implementation plan? Actions for HQ/Regions/Groups

2. Geoff Prudence
   a. Shape areas of interest in future
   b. ‘Individual’ (Group/Regional) champions for initiatives (with support)
   c. ‘Council’ input to skills and training moving forward
   d. Improve membership (active) debate suggest future

3. Dave Wigley
   a. Concerned that there will be loads of issues and how do you select without upsetting the majority
   b. Are the Council members all able to come up with input or do they input just for inclusions sake
   c. Issues work best when presented by their owner
   d. Need to brief people in what the main issues are as not everyone has contact in areas of influence.

4. David Fitzpatrick
   a. Regions will need to develop a process to determine their issues
   b. Something needs to be done as my peers feel that the Regions’ part in the decision making process has been diluted over the past few years

5. John Palmer
   a. Use break out groups
   b. Groups and societies to identify future technologies and feed back to regions

6. Ashley Bateson
   a. Could we have topical issues debated with a for and against format to stimulate discussion (as happened at the ASHRAE CIBSE symposium in Dublin)?

7. Adrian Cathpole
   a. Link to strategic aims and objectives
   b. Time Board
   c. Break out groups more efficient
   d. Consultation circle

8. Eric Roberts
   a. More direct route to raise issues for discussion
   b. When issues are raised for discussion, who decides the order in which they are discussed?
   c. Potential for one Region’s query to be perceived as being less important than another due to order in discussion
Group Leader – Andrew Saville

Agenda items/Minutes
- How will member’s views be chosen to go onto the agenda?
- Difficult to prioritize when everyone has his or her own high priority issues
- Feedback to represent group – formalize agenda to ensure it is a ‘group’ agenda
- Advance warning on topics essential for consultation process to be effective
- Biggest problem will be to coalesce the most important issues
- At the end of each Council meeting, to go away with questions to ask of members
- List of Board consideration issues could open practical procedures (after minutes)
- Council minutes the best idea!
- Minutes allow structure and reduced erroneous dry ‘listening only’ stints
- Feedback from the Board on outcomes would be valuable
- Interaction should be at least 70% of the meeting, with information e.g. Membership numbers provided in advance to help with decision-making
- Board minutes could be private?
- Board notes could be public?
- Notice of Council topics is important

Membership/responsibilities of Council and/or Board
- What is the arrangement for inviting people to the council and is the format on the website?
- Can Council form groups to work through issues?
- Identify strategic issues that arise from member’s professional activities
- Clearly identify council members duties as either ‘MP like’ or as representative of members
- Why do we have this unusual format of Board and Council? From my understanding, no other institutions operate in this way!
- List of committees and their members could be included to provide full understanding of issues under consideration and their background
- Are we a top down or bottom up organization? Surely we exist for the members? A clear mandate on consultation with members is needed
- The issues to be discussed at future meetings could form a regular item at the end of each meeting agenda
- Important to hear the Council voice so more interaction will bring more value to the process and better inform the Board/staff

Induction procedures and training for members
- Training for Council?
- Induction pack of responsibilities – an introduction to explain how to include use of the Buddy System
- As a new member of Council (was last on Council in 1993/4) I have received no induction or information on my duties on Council – what do you expect of me?
- Induction information required for new Council members
- The concept is fine, however, the roles and respective duties of Board and Council may need to be explained at an induction

Information
- Ensure full transparency on website
- Council needs to be informed about all key issues

Miscellaneous
- It’s Positive move forward
- Identify gaps in CIBSE knowledge – this would be once per year
Group Leader – Nick Mead

- The group were agreed in their support of the proposals for the format of Council as set out in the paper.

- The importance of engagement and trust was emphasised

- The operation of Council could be improved by the use of forums and the approach taken at the Board’s Cumberland Lodge away-days.

- There was a need for better understanding of the roles and responsibilities of the Board and Council and other aspects of the Institution’s structure.

- The way in which information was provided to new Council members about their role and the operation of the Institution should be reviewed.

- More openness was needed about strategic planning and Board decisions – could Board minutes be provided to Council, perhaps in a reduced form?

- More interactive communication was needed and more decisive feedback.

- Web access should be improved

- More understanding was needed of individual challenges and needs facing the Institution.

- The professional approach of the Institution and its members needed to be maintained and monitored. The need for ethical guidance was highlighted.