WELCOME AND INTRODUCTION

The President George Adams welcomed members to the Council meeting, recording his thanks to David Fisk for his chairing of Council during his Presidency of the Institution.

IT STRATEGY – CONTENT MANAGEMENT SYSTEM

Mark Russell of Precedent attended for this item. He explained the background to his company’s involvement in developing the new CIBSE Content Management System, a project which had commenced in February.

Mark Russell went on to explain the vision for the project, which was to create a CIBSE Website that would be the first choice for Building Services Engineering. It was intended to deliver a dynamic, integrated hub of expertise, providing unrivalled information and support to members, allied professionals, clients, the public, and CIBSE itself.

Key features of the development would include an Integrated Knowledge Portal, seeded throughout the site; mobile capability; tools to enable enhanced interaction and discussion; personalisation of content based on login (phased introduction); and phased integration of other CIBSE sites (Training, Energy Centre, CPD, etc).

The proposed structure of the site was presented, along with a description of the knowledge content to be included, along with a number of draft pages showing the design concept of various areas of the site.

It was noted that the project was currently in the design stage, and the further stages of delivery, ‘business as usual’, and enhancement & optimisation were outlined.

George Adams thanked Mark Russell for this presentation. Regarding timescales, it was clarified that the new site should be online before the end of the current year. The CRM system was planned for replacement in 2014, which would allow further enhancement of the Institution’s digital presence.

It was noted that the site was currently aimed very much at building services engineers, and members asked how other professionals might use the site to learn about best building services practice. It was noted that individual landing pages tailored for different professions would be possible, to ensure users found the information relevant to them.

Regarding regional events, it was noted that several regions had their own websites at present, however it was hoped all regional events could feed in to an overall calendar. It was suggested that the Regions would have to have control of their own pages if they were to be persuaded to give up their own websites.

Regarding the positioning of the ‘Energy’ heading, it was noted that this was still under debate.

Members raised questions about communication between members and HQ, and attention was drawn to the plans for forums as part of the overall scheme. The profile of webinars would also be raised in the new site.
Regarding the possibility of advertising on the site, it was clarified that it was not intended to include advertising on the home page; currently only the link to Hays was included on the home page, and this was part of the Institution’s contractual agreement with Hays.

It was noted that services such as Linkedin were outside the Institution’s control regarding the retention of data; however the intention to provide forums within the site would bring the control of such data back to CIBSE.

Members welcomed the developments and expressed their thanks for Mark Russell for his presentation.

**SOCIETY OF LIGHT AND LIGHTING**

Stephen Lisk presented the SLL report on behalf of Kevin Kelly. He referred to significant changes in personnel, with incoming President Kevin Kelly now having been inaugurated. His theme had focussed on BIM and the integration of lighting design, and also on the importance of training. In addition, Brendan Keely, a lighting designer who was currently head of lighting design for BDP in Manchester, had been appointed as Lighting Division Secretary. Brendan was already well known to SLL as the North West regional lighting representative, and this was a very important and exciting appointment for the society.

Regarding Events, the Lighting Conference in Dublin had attracted over 140 delegates, and had focussed on lighting quality and energy. The Masterclass programme, supported by SLL’s corporate supporters, was continuing and was visiting eight cities with over 800 delegates participating. Stephen Lisk also referred to LR&T, and welcomed the five year extension to the contract for its delivery. Ready, Steady Light and Young Lighter of the Year also continued to be successful. Stephen Lisk was thanked for presenting the Society's report.

**SOCIETY OF PUBLIC HEALTH ENGINEERS**

Chris Northey reported on the development of the Society, which had seen a 6% growth in overall membership during the year. More industrial affiliates were now supporting the Society, and the Society Newsletter continued to be published 4 times a year. Technical seminars continued in London and in the regions, and the Society continued to provide advice to government and BSI.

Events included the successful Young Engineers Award in conjunction with Water Aid, the 9th SoPHE Annual Dinner which had attracted 278 guests and the 3rd Northern Dinner in Manchester with 97 guests. Technical presentations to CIBSE Regions had taken place during the year in Home Counties South East, South West and South Wales.

The next year would see the 10th Anniversary of the Society, and an anniversary celebration was to be held in June. The 10th Annual SoPHE Dinner would also be held in November. Efforts were being made to set up CPD short degree-level public health engineering modules, and links with other organisations were being established to help spread knowledge.

The Society was aiming for a further 10% growth in membership, and in Industrial Affiliates. It aimed to continue to support the Regions and to work closely with HQ to see what more the Society could offer. It also sought to spread knowledge through other industry events and seminars. He went on to recap the key objectives of identifying clear career paths; of sharing knowledge and of building a positive profile for the Society.

In response to questions, it was noted that public health systems were becoming more complex, but there seemed to be a lack of qualified public health engineers. This continued to be a concern, and had been one reason for the Society’s establishment. It was felt that there were some positive signs in terms of engagement of young engineers, but difficulties remained. The importance of raising the profile of public health engineering was stressed.
Reference was made to the introduction of domestic water metering in Ireland, and Chris Northey confirmed that the Society could provide guidance and advice. Regarding links to other bodies such as the Institution of Civil Engineers it was agreed that this should be pursued and appropriate contacts would be welcomed. Chris Northey was thanked for his presentation.

**SOCIETY OF FAÇADE ENGINEERING**

Hywel Davies presented the report, conveying Graham Fairley’s apologies for absence. Façade Engineering was defined by the Society as the art of resolving aesthetic, environmental and structural issues to achieve the enclosure of habitable space. SFE therefore included a broad spread of members, including architects, structural engineers, building services engineers and others.

SFE was also approaching its tenth anniversary, having been established as a joint initiative with IStructE and RIBA. It was growing slowly but steadily, with 269 members compared with 257 a year ago. There were active groups of the Society in the Gulf Region, Hong Kong and Australia. There were also good links with various trade and academic networks in the industry. Work was still needed, however, to demonstrate the value of membership and to inform clients of its importance.

In terms of future plans, the Society would present a prize at the ‘Glass Supper’, a key industry gathering which would be held in November; this was an important opportunity for the Society.

In response to questions regarding the need to make our cities and buildings more energy efficient, it was agreed that there was scope for more integration between Building Services Engineers and Façade Engineers. A number of companies were integrating disciplines, but there were also firms in the industry that were very specialised in their approach. In terms of design, however, it was essential that the disciplines should work more closely together.

**ILEVE**

Wally Gilder, Chair of the ILEVE Steering Committee, presented the report. The Institute had progressed considerably since it was established to improve air quality in the workplace. The Institution existed to set standards of competence and to raise awareness of the importance of this issue. It had been established with the support of the HSE, in recognition of the economic cost to the country of workplace injuries and ill health, and the substantial numbers of people affected. Regarding occupational asthma, vehicle paint sprayers and bakers faced the most substantial problems, along with the woodworking industry.

Virtually all these instances were preventable through appropriate local exhaust ventilation, but standards had been poor in the past. ILEVE had however attracted over 150 members in the last two years, almost all new to CIBSE, and these had been graded into Members, Associate Members and Licentiates. It was felt there was a potential of around 1,000 members.

Grading had proved the biggest challenge, as not all long established members of the industry had up to date knowledge. Key principles had been established, however, and a competency card had been established relating to the various different competencies. It was intended to attend as many conferences and exhibitions as possible to raise the profile of the Society and explain its work. Presentations would also be made to regional meetings of CIBSE and other relevant bodies.

He went on to refer to the relevant CoSHH guidance on the subject, which was now directing people to the Institute. A microsite within the CIBSE website had been established and would be developed further in future. Information days were being held each year to inform members of the public, and these had been well supported. Training and Technical sub-committees had been established and had developed training courses, the goal of which ultimately was to produce a diploma level course which would be the first LEV qualification. Council was informed of the Institute’s strategy to increase membership and to establish itself as the key body for the sector.
Regarding heat recovery from LEV, it was confirmed that this was a very difficult issue. Whilst it was possible, the priority had to be to protect health and adequate filtering and recycling was not always possible. This was a potential issue for future consideration. Thanks were expressed to Wally Gilder for his presentation.

**BOARD AWAY-DAY OUTCOMES**

George Adams reported on the Board Away-Day in May, drawing attention to the Operational plan. He pointed out that the industry had good stories to tell, although not everything delivered met expectations.

The various headings in the Operational Plan were outlined and it was explained how these were being taken forwards. The importance of the international dimension was stressed, as was the need for benchmarking information for the industry. Marketing and Communications was an area which was hoped could be enhanced by the IT strategy developments. Positive progress was being made towards joint working with the RIBA, and efforts were continuing to develop corporate partnerships. BIM remained a key issue, as was the need for more research in the industry. Work was continuing on integration with FM, with Geoff Prudence of the CIBSE FM group contributing, and attention was being given to the promotion and development of the Institution’s Designated Funds. A review of the Regional Funding system was under way, as this was an area that had not been reviewed for many years.

**PRESIDENTIAL MANIFESTO**

George Adams introduced his manifesto for the year, referring to the need to develop and promote the image of Building Services and its ability to deliver great buildings.

His vision was to encourage CIBSE and its members to take leadership in low carbon and whole life thinking in the built environment; CIBSE should provide thought leadership for the industry in these areas.

George Adams went on to outline the other key issues for his Presidential year, being the adaptation of cities for climate change, diversity as a driver for better choices, engineering technicians, and integration of FM and Operation & Maintenance in project delivery.

**Engineering Technicians**

Stuart Brown presented the Away-Day outcomes regarding the promotion of Engineering Technicians. It was noted that presentations to the Away-Day had been made by John Prichard, of Engineering Council, Daniel Sandford-Smith of the Gatsby Foundation, Professor Sheila Hoile of the Technician Apprenticeship Consortium, Lee Tabis (Graduate of the Year) and Lionel James (N G Bailey mentor), and representatives of Spie Matthew Hall, Hoare Lea, Gratte Brothers and Imtech. An after dinner talk had been given by Rosemary Watt-Wyness of The Princes Trust.

The Away-Day had focused on the need to promote and identify the key benefits of Technician Registration, in particular proof of competence, recognition, designatory letters and career progression. Opportunities to make the Knowledge Portal more relevant to Technicians had been considered, and it was felt that the title of the Licentiate grade be reconsidered as it was not clearly understood. Key markets for registration of Technicians had been discussed, and whilst FM and manufacture presented obvious opportunities, it was noted that Technicians were employed in all areas of the industry. Employer engagement and mentoring were seen as key issues to be developed, and opportunities to work with the Princes Trust would be pursued.

It was pointed out that there was still a view of CIBSE as a ‘designers club’, and it must be clearly communicated that this was not the case. Building Services covered a wide range and the Institution must be seen to be inclusive. George Adams suggested that the amalgamation of bodies in the FM field could further dilute the technical base, and might make CIBSE’s contribution more important.
Regarding thought leadership and the energy performance gap the need to make Building Services more influential and to work close with architects and others was stressed. Communication with clients was also vital and the economics of engineering efficiency, and the risk of failing to invest in it, must be made clear. The impact on the efficiency of building users, as well as energy use, had to be understood.

It was felt that CIBSE needed to do more to raise its profile – other Institutions were vocal on a range of subjects and CIBSE needed to make sure that it was consulted.

It was noted that the project management abilities of Building Services Engineers had been questioned, and effective training was needed to raise the position of Building Services engineers in the construction team. The wider aspects of project management needed to be tackled, including the whole delivery process and not just project management on site.

It was noted that concerns regarding cost had caused the Sullivan Report to be put back from the next edition of building standards in Scotland. It would probably be introduced in stages in future, but there were questions as to whether CIBSE members would have the skills and knowledge required. It was further noted that the Sullivan panel had reconvened and that Hywel Davies had been asked to attend.

George Adams summed up the meeting, welcoming the input on the IT Strategy and the positive developments towards the new CIBSE Website. He thanked Stephen Lisk, Chris Northey, Hywel Davies and Wally Gilder for their presentations, and welcomed the work being undertaken by the Institution’s Societies. The work being undertaken on the promotion of Technician Registration also represented a positive and important initiative for the Institution.