WELCOME AND INTRODUCTION

Mike Simpson, President, welcomed members to the meeting and read out the apologies for absence. He invited Stephen Matthews, Chief Executive, to present his report.

CHIEF EXECUTIVE’S REPORT

Stephen Matthews, Chief Executive, drew attention to his circulated report, highlighting the importance of historical records in showing the progress of the Institution over time. He referred to the roles of the Trustees, the Chief Executive and senior staff, and the Council which acts as a sounding board for policy and ensures the views of the profession and wider membership are represented.

He reflected on the current economic climate and the challenges facing the construction industry as it faced a severe recession. Against this economic and social pressures the Institution was also facing very difficult times. He reported the auditors were currently going through the 2009 accounts and hopefully were reasonably content with the overall business operation which showed a better performance than could be expected. Nevertheless it had been necessary to look at the budget for 2010, including CIBSE Services Ltd, and it had been necessary to carry out a review of expenditure and savings measures including reversal of staff growth, investigation of third part spend and assessment of the value for money of learned society activities.

Stephen Matthews expressed concern about certification which was being run by well meaning amateurs in government and considered that there was a need for a rigorous energy scheme. He noted CIBSE had made considerable capital investment but that it was difficult to establish where the market was going.

He referred to the development of the online (flexible) learning modules that had been developed but sales to the early adopter companies had been slow due to the economic downturn. So far 1,000 modules had been sold. Referring to CIBSE Training and Events, this had performed solidly with better than expected performance in certain areas offsetting the conferences where a number of events were cancelled in the first half of the year.

Membership was continuing to grow and the latest figures showed total membership numbers had reached 19,947. Following membership lapses in July 2010 it was anticipated that numbers will reach 20,000 and it is planned to celebrate this with the annual lecture in autumn 2010. The trends indicated substantial growth in membership over the last decade with a median age showing a downward trend at 46 years of age. The Young Engineers Network (YEN) is a fantastic success.

Stephen Matthews reported on the success of the CIBSE Journal which was now the market leader publication for building services engineering. Members had identified the Journal as the top membership benefit. He expressed delight with the support and sponsorship for the Low Carbon Performance Awards; in 2010 there were 15 categories with 125 entries, over 720 attended the presentation and the Annual Dinner. The vision for the future was to expand attendance to over 1,000.

Stephen Matthews referred to the Royal Academy of Engineering report ‘Engineering a low carbon built environment’ that had been written by Doug King FCIBSE and tabled at the meeting. The report was important to the Institution and the RAEng had asked for a response from CIBSE. He asked Council members for any comments on the report particularly in regard to the recommendation for CIBSE on page 24.
Colin Ashford commented that his impression was that the Institution was more pro-active and asked Stephen Matthews on his views in addressing some of the passive areas of the organisation. Stephen Matthews commented that he wished to raise the CIBSE profile and develop the technical area and the Special Interest Groups. He considered that the subscriptions income was insufficient to support the level of activity needed and therefore it was important to rely on additional income from CIBSE Services Ltd.

COUNCIL DISCUSSION: TOOLS FOR LOW CARBON DESIGN-THE ROAD TO 2016

Mike Simpson introduced Tessa Parnell, Consultant, Zero Carbon Hub, and invited her to present her report on ‘Tools for Low Carbon Design-The Road to 2016.

Tessa Parnell reported on the following areas:

- Who are the Zero Carbon Hub?
- Zero Carbon Hierarchy (ZCH) in compliance tool discussions for 2016
- Headline issues
- Discussion

She outlined the role of the Zero Carbon Hub which had been established in response to the Callcutt Review of Housebuilding Delivery that had identified the need for a delivery unit, jointly sponsored by government and the house-building, construction products and energy supply industries, to monitor, co-ordinate and guide the zero carbon programme. She introduced the challenges faced by the Hub and the current structure that covered a number of work streams: energy efficiency, energy supply, examples and scale up, skills and training, consumer engagement. Tessa Parnell summarised the work to date and the follow-on work required. She reported on the Compliance Modelling Policy Assumptions Task Group whose objective was to produce an evidence based ‘forward thinking’ paper for Government advising and recommending on compliance for zero carbon homes from 2016 and a mechanism by which industry can assess likely 2016 performance now.

Mike Simpson introduced the Council discussion and the following points were made:

- There is an issue concerning the effect on latest design guidance for CIBSE Guide A on environmental design.
- Different software packages to SBEM are in current use in the industry and companies are having to adjust to government requirements.
- There is concern that regulations will influence new building design as regulators set build parameters.
- Design does not necessarily deliver low energy—there must be a compliance tool.
- What is the definition of ‘zero carbon’?
- There are no benchmarks to compare performance—people are more comfortable when benchmarks exist.
- It is impossible to achieve zero carbon by 2016 as design teams lack relevant knowledge.
- Clients will be concerned if targets for low carbon are not met.
- One tool for both compliance and design is needed—government wants the construction industry to identify tools for ‘reasonable performance’.
- The key issue is quality of tools and lack of compliance. CIBSE should look at validation of tools to measure quality of software—there are currently 13 packages available and in use.
- Development of a new tool is fraught. Therefore look at what exists e.g. take SBEM and extract data.
- Are we doing anything about external fabric of buildings and carbon feedback? CO2 will change over time.
- Building use changes over time and has an effect on energy output.
- Offer financial incentives to aim for zero carbon builds.
- Government should be persuaded from controlling energy use.
Members of Council were thanked for their input. The Technical Director will take forward the above points and report back to the Zero Carbon Hub.

The meeting was also informed that the Policy and Consultation Committee was currently working on technical policy with regard to issues of energy modelling and views from Council were invited. These should be sent to Hywel Davies and Bryan Franklin.

**GOVERNANCE REVIEW**

Graham Manly, Chairman of the Governance Review Task Force, updated the Council on the recent governance review. He explained the reasons for the review and the current restrictions that meant changes to the Charter and By-Laws required Privy Council approval which can take considerable time. He reported on the process of the review; the final revisions had been approved by the Board in November 2009 and the Engineering Council had been consulted and approved the proposed changes. The Charter and By-Law changes will now be out before the membership for approval at the AGM on 6 May 2010.

Graham Manly outlined the current structure of the Charter and By-Laws and the proposed new structure. The revisions had included a major tidying and modernising of many clauses, updating titles and language. In reviewing the Charter and By-Laws the Engineering Guidelines had been followed which included:

1. Royal Charter—sets out objects, powers, trustees and dissolution
2. By-Laws—covers membership grades, general meetings, Officers, elections, finances and notices
3. Regulations—all other governing rules.

The Regulations (e.g. members’ qualifications, elections and transfers, disciplinary rules, terminations, Regions and Divisions) will be determined by the Board. Elections to the Board, fees and subscription levels will be subject to members’ approval.

Graham Manly reported that the revisions to not alter the existing governance arrangements except one change to the By-Laws. This concerned de-coupling the Licentiate class from EC registration, as for the Associate and Member classes, and including Licentiate members as corporate members with voting rights.

The Task Force had also made other recommendations not affecting the Charter and By-Laws.

Graham Manly concluded that the revisions to the Charter, By-Laws and Regulations will allow more flexibility in the operation of the Institution.

David Hughes asked about the current restriction of 40 on the appointment of Honorary Fellows and Graham Manly explained that currently any change will require Privy Council approval but if the new governance revisions are approved at the AGM the Board will be able to decide on the number.

**CIBSE VISION GROUP UPDATE**

Rob Manning, President Elect, updated the Council on the work of the Vision Group. He referred to the previous CIBSE Strategic Plan 2006-2010, which had been circulated, and noted that it was time to update this. He had considered the comments from the October 2009 Council meeting concerning broader engagement with disciplines and roles associated with building services, exploring opportunities and enhancing links with education, industry and research organisations, and improved communications with the public, industry groups and legislators as well as members.

Discussions at the last meeting had focussed on how these objectives could be delivered and the view was that a new grouping was not required but the appointment of champions should be considered. Rob Manning agreed to take these matters forward and he suggested that a Board awayday might focus on the objectives and priorities with agreement on an implementation plan. A revised strategic plan for 2011 to 2015 would be drafted ready for publication in September 2010. He invited any further comments from Council.
SUMMARY AND FUTURE ACTIONS

Mike Simpson thanked members for their input on the discussion on tools for low carbon design which will have a major impact on the industry. With regards to the Vision Group the comments of the Council will be taken into account in the future development of the strategic plan.

Rob Manning noted that this is the last meeting of the Council to be chaired by Mike Simpson. He thanked Mike for doing an excellent job and this was supported by the Council members.