MINUTES OF A MEETING OF THE CONSULTATIVE COUNCIL
Held on 9th October 2015 at 30 Euston Square, London, NW1 2FB


Apologies for Absence: Laurence Aston, Derek Clements Croome, Graham Dodd, Laura Dunlop, David Hughes, Phil Jones, Adam Keightley, Martin Liddament, Stuart MacPherson, John Mardaljevic, Farah Naz, Jonathan Page, David Palmer, Ian Small, Tony Sung, Peter Sutcliffe, Peter Wong

In Attendance: Stephen Matthews, Stuart Brown, Clare Bott, Carilyn Clements, Hywel Davies, Stewart Gilmour

1 WELCOME AND INTRODUCTION

1.1 Nick Mead, President, welcomed members to the meeting and in particular welcomed and introduced David Underwood and Jeff Littleton, President and Executive Vice President respectively of ASHRAE.

2 MINUTES OF THE LAST MEETING

2.1 The Minutes of the Meeting held on 18th June 2015 were approved as a correct record subject to the addition of Chris Jones to those submitting apologies for absence.

3 ASHRAE

3.1 David Underwood, President of ASHRAE, addressed Council, thanking Nick Mead and the Institution for the welcome he had received. He informed Council that he was focussing on connections during his Presidential year, and that he was therefore very pleased to be visiting CIBSE which represented a very important relationship for ASHRAE. He spoke in particular about the collaboration between the two organisations, which amongst other activities had run a series of joint conferences dating back to 1975. ASHRAE and CIBSE also had many joint members, and he referred to the success of the CIBSE / ASHRAE group in the UK, as well as collaboration on publications and in other areas. He had been particularly pleased to attend the Graduate of the Year Award on the previous evening, and noted that the winner, as in previous years, would be invited to attend the forthcoming ASHRAE winter meeting which would be held in Orlando in January.

3.2 Nick Mead thanked David Underwood for his attendance and for addressing Council.
4 UPDATE / RESPONSE TO ISSUES DISCUSSED AT PREVIOUS MEETINGS

4.1 Regarding the Strategic Planning exercise, Council was informed that following the debate at the last meeting, further consideration was being given to the development of the 2020 Vision, and to the four key development areas of Knowledge, Building Performance, Membership and CIBSE Services. A meeting had recently been held of the working group leaders to consider the likely impact for the 2016 budget, which was due to be approved by the November meeting of the Board. Stephen Matthews stressed the importance of these developments, which along with the implementation of new IT systems presented a tremendous opportunity to progress the work of the Institution. He expressed his thanks to Board members who had given their time to move the process forward, and emphasised the importance of prioritisation and of the Board and Council working together.

5 ISSUES RAISED FOR DISCUSSION BY COUNCIL MEMBERS

5.1 It was confirmed that President Elect John Field had taken on the role of Council Leader and liaison with the Board. It was noted that consideration was being given to holding a Regional Workshop, possibly to be held in the Midlands, to allow an open debate on how we should be developing the regions. It was anticipated that this was likely to be held in January.

5.2 Regarding the Review of Governance, members were informed that the Task Force was not in a position to provide an interim report for consultation, but that it would report on progress to the November meeting of the Board. The final report was due to be considered at the January meeting of the Board. It was noted that a number of specific issues had been raised by Phil Jones and that a detailed reply had been provided.

Regarding the possibility of further consultation with Council or elsewhere, the report would initially be presented to the Board, who would have to consider what further consultation should be undertaken, and what additional work might be required. Regarding member engagement, it was noted that the membership at large had been invited to submit views and raise issues at the beginning of the process, and a number had provided input to the Task Force. It was noted that there was general agreement that the Groups Manual was in need of review, but that the Task Force would not be able to tackle this as part of its review; this was likely to be identified as an area which would need further work.

5.3 John Field provided further updates to Council, reporting that the Code of Conduct had been updated following input from Council and elsewhere. Regarding email protocols, he asked Council members to raise any issues or concerns with senior staff in the first instance rather than individual staff members to avoid confusion and delays, and confirmed that he and Nick Mead were available if follow up was required. He asked members to avoid emails to all of Council, as the numbers involved led to people receiving excessive levels of emails.

5.4 John Field stressed his intention to ensure that Council was kept fully informed, and invited members to raise with him any issues which they wished to have discussed at future Council meetings; he intended to make sure that time was available for the discussion of such issues wherever possible.

ACTION: JF / ALL

6 REPORTS FROM OVERSEAS REGIONS

Australia and New Zealand

6.1 Peter Kinsella reported on Australia and New Zealand, noting the many logistical and geographic challenges of a region that operated across five different time zones, and with a large range of climate zones that needed to be recognised in guidance and standards.
The region had strong support, with 9 chapters operating within the region, each of which had to consider different codes and working practices. All chapters held meetings and events, though the level of activity varied depending on location. The slowdown in the Chinese economy had caused an impact on the Australian economy, particularly on mining activity and whilst New South Wales appeared to be continuing its recovery, Victoria had seen a swing away from commercial development towards much high rise residential. It was noted that the slowdown had been relative, compared with many previous years of boom. He reported on the Soft Landings seminar series, in which Rod Bunn of BSRIA and Hywel Davies had participated, and welcomed Stephen Matthew’s first visit to the Region as Chief Executive. The Region’s first Presidential Dinner had been held, and planning was now in hand for the ARBS exhibition. A Gala event was planned to mark the 30th Anniversary of the region, which required much organisation, particularly across different states and with European visitors.

6.2 Regarding energy efficiency, progress was being made after a late start, with the first residential and commercial energy efficiency requirements having been instigated in 2004 and 2006 respectively. It was noted that different standards applied in different states, and there were also minimum efficiency performance standards for equipment. CIBSE ANZ was involved in maintaining standards and promoting the ability to meet regulations. He also referred to the Greenstar and NABERS ratings which had become important for commercial buildings, with NABERS ratings required for those over 2500 square metres at the point where they were sold or leased. This had generated a substantial impact on energy efficiency; political backing was however uncertain, although the current Prime Minister appeared committed.

6.3 The Region maintained good liaison and cooperation with other bodies in Australia and New Zealand. The Institute of Engineers of Australia did not really focus on Building Services, but did offer some good documentation and guidance. He hoped that more could be done to adapt CIBSE’s documentation to reflect local conditions, and was keen to build the CIBSE Brand in Australia and New Zealand.

6.4 It was suggested that whilst Australia had previously lagged behind the UK on standards, the development of NABERS had arguably put it a step ahead. Peter Kinsella confirmed that take up had been strong even before it became mandatory, with contracts written to guarantee NABERS performance and with penalties if standards were not met. Now that it was a legal requirement, it had generated more collaboration within the process to ensure performance was delivered and that buildings worked as they should. Standards were much higher than five years ago, and were expected to improve further.

**Hong Kong Region**

6.5 C M Chung reported on the Hong Kong region, which now had over 2,600 members with 64% being Member Grade and 5% Fellows. He described the opportunities which he believed presented themselves to the region, with the MCIBSE qualification being recognised by government, and with participation in the Washington Accord. The opportunity for an international network was seen to be of great value. It was also noted however that there were challenges, with membership of the Hong Kong Institution of Engineers being cheaper than that of CIBSE, which might encourage some MHKIE members not to maintain CIBSE membership.

6.6 He went on to describe the Region’s initiatives in mainland China and Macau. The Shanghai Panel was functioning well, providing events and joint activities with the local campus of the University of Nottingham. The Region worked with local associations including the Shanghai Association for Science and Technology, and membership promotion talks were being held in Macau. There were proposals for a Patrons scheme in Hong Kong, and updated website, and capabilities were being enhance with a restructure of the Region Committee.
6.7 It was noted that an annual PRC-HK joint symposium has held, and that plans were in hand for the Hong Kong joint symposium and for a one day seminar workshop. Technical seminars and visits continued to be held, and the Region was involved in sponsoring a range of engineering research activities with universities in Hong Kong and China. The YEN was also very active with a range of technical and networking events. The Region continued to be involved in Hong Kong government consultations on a range of issues including guidelines for connection to district cooling systems, and provided representatives to participate on task forces.

CIBSE Ireland

6.8 David Doherty reported on CIBSE Ireland, reporting on the emphasis on education and on the range of activities delivered across the country following concerns that the Region was too Dublin based. He outlined a range of seminars held on topics including Phase Change materials, as well as the Region’s activities in the supporting the sponsorship of students.

6.9 He further reported on the Irish Lighter Awards, including the newer Young Irish Lighter award. There were also a number of social activities that supported networking within the region. The YEN in Ireland was only in its second year of operation, but was growing and had held a CPD lecture and a social event.

6.10 Future plans and events within the Region included the annual Christmas Lunch, which last year attracted 300 and was hoped would expand to 400 this year. Membership numbers within the region were just under 800 and were continuing to grow. It was planned to hold a membership presentation in the region in the near future. Planning was also in hand for the next round of Student Awards, which would be held at Dublin Institute of Technology next spring.

6.11 In response to questions, it was explained that whilst historically the student awards had been concentrated on the Dublin Institute of Technology, efforts were being made to widen the reach, including CPD activities in Waterford and Galway, and with activity developing in Cork. It had previously been difficult to generate activity outside Dublin, with low attendances, but efforts were being made to address this. It was noted that at Dublin Institute of Technology, students had a common first year before specialising on a discipline in their second year and that it was therefore important for Building Services to compete successfully for students.

7 CHIEF EXECUTIVE’S REPORT

7.1 Stephen Matthews introduced the Chief Executive’s report, referring to the Institution’s agenda to deliver growth and noting the difficulties that could be encountered as change and growth were delivered. He emphasised the developing Strategic Plan, which he believed provided an opportunity and a challenge, with demanding targets such as an ambition to grow membership to 30,000 and to develop a significantly larger commercial contribution through appropriate activities without excessive risk. If achieved, the plans would move CIBSE from being a serious but not top rank institution to being the 4th largest of the Engineering Institutions. This would involve greater responsibilities and would present a challenge for the Institution, with CIBSE Members called on to participate at a much broader level, but with significant benefits to be achieved.

7.2 In response to questions, it was acknowledged that the industry faced serious skill shortages now and not just for 2020 and that this had been recognised as a growing problem by the Engineering Council. The solution was not clear, but the issue was recognised and being treated seriously. It was suggested that there was a need for the Institution to be closer to the education process, and the need to promote initiatives such
as Class of Your Own was stressed. This was an issue that RAEng was also working on, with plans for a 5 year marketing and publicity campaign with a substantial budget. CIBSE was involved in these initiatives, and it was important to get support from other major companies.

7.3 Regarding the Class of Your Own initiative specifically, it was noted that a number of active CIBSE members were involved, and that it had the advantage of mapping directly on to the current school curriculum. It was understood that a number of companies were interested in participating, but that there was a shortage of schools committed to sign up to the initiative. The need to promote this initiative, and get the word out to as many schools as possible, was stressed. It was also noted, however, that it involved a significant commitment, in time as well as funding, from the companies involved. It was also suggested that more effort should be made to align CIBSE’s name with COYO, and it was felt that school students responded very positively to building services when introduced to the discipline. It was also pointed out, however, that one problem for the engineering profession was that there was an enormous number of different initiatives relating to education, and there was an urgent need to co-ordinate resources and find a harmonised approach to deliver a real effect. Expertise was also needed, which was often harder to find than funding, and was of key importance for initiatives such as COYO – it was suggested that such involvement might be promoted as part of members’ CPD requirements.

7.4 The shortage of Building Services courses was also noted, making it more difficult to attract people into the profession when they move on from school. Ways should be considered to engage children with the profession, with the example of the ICE’s participation in the London Open City event being noted. The co-ordination issue was however again stressed, with the importance of avoiding disparate effort which was not likely to be effective. The Engineering Council was keen for Institutions to work together and to co-ordinate their work with that of EC.

7.5 The opportunity to recruit more women to the profession was also pointed out, and it was noted that WiBSE was concerned by the lack of a Resource Pack. It was noted that Women in Engineering already had a generic resource pack, and it was suggested that CIBSE might work with them to provide a section relevant to Building Services.

7.6 It was also suggested that there was a need to focus on those who had left the industry, and on attracting women returners, ex-military personnel and others who could bring the skills needed in the short term. There was also a need for apprentices, as well as for those following the university route. The need for engagement with schools was also important, however, and the COYO initiative in particular was seen as a key issue due to its fit with the national curriculum.

7.7 Nick Mead thanked members for their contributions to the discussion, which would be considered further following the meeting.

**ACTION: SM**

8 NEW INITIATIVES

**Night of Heritage Light**

8.1 Liz Peck addressed Council on the recent Night of Heritage Light, an initiative that had been organised by the Society of Light and Lighting as part of UNESCO Year of Light. This had involved the illumination, for one night only, of 10 World Heritage Sites around the British Isles, and a presentation of photographs was made showing the very impressive results delivered. Members also noted the coverage the initiative had received in national and local press, and on national TV on the One Show.
8.2 It was noted that the activities had generated over a million hits on social media, and that the advertising value of the coverage across all media had been estimated to be over £300K. Liz Peck confirmed that the initiative had involved a huge amount of work, and expressed thanks to the key individuals involved and to those manufacturers and designers who had provided equipment, time and expertise to the project. The involvement of the Royal Photographic Society and the ECA, as well as CIBSE Marketing Team were also acknowledged.

8.3 Nick Mead thanked Liz Peck for her presentation, and Council members expressed their support and appreciation for the work undertaken in delivering this excellent initiative.

9 ANY OTHER BUSINESS

9.1 Chris Jones asked whether it was intended to ask Council to propose nominations for the Chairs of Standing Committees. It was acknowledged that this function was included in the role of the Consultative Council as set out in the rules, but that it had never been carried out in practice. The Chairs of Standing Committees were currently confirmed annually by the Board at its meeting in May each year, with recommendations for new chairs typically arising through the Committees themselves. It was also explained that the Governance Task Force would be looking at the Terms of Reference of Council and of Standing Committees as part of its work, and was likely to bring forward proposals in its report.

10 DATE OF NEXT MEETING

10.1 It was noted that the next meeting would be held on Thursday 11th February 2016 at 1.30pm at CIBSE HQ.