1 WELCOME AND INTRODUCTION

1.1 Nick Mead, President, opened the meeting and welcomed members to the first Council meeting of the Presidential year. He drew attention to the Apologies for Absence notified for the Meeting.

2 MINUTES OF THE LAST MEETING

2.1 The Minutes of the Meeting held on 12th February 2015 were approved as a correct record. (Note: additional items raised at the meeting but not included in the Minutes have been appended at Appendix 1 at the request of Home Counties North West Region).

3 UPDATE / RESPONSE TO ISSUES DISCUSSED AT THE LAST MEETING

3.1 Nick Mead referred to the discussions at the last meeting and to the list of issues that had been considered. He confirmed that he was taking forward the update of items discussed for further consideration. It was noted that John Field, having taken office as President Elect, would now be taking on the role of Council Leader.

ACTION: NM

4 STRATEGIC PLANNING

4.1 Nick Mead introduced the main item for discussion, which was the development of the 2016/2020 Strategic Plan and CIBSE’s vision for 2020. This had been discussed by the Board at its recent away-day, which had highlighted four priority areas for development, being Membership, Knowledge, Building Performance and CIBSE Services. Task forces had been established to take forward each area.

4.2 Stephen Matthews referred to the importance of these developments, stating his belief that CIBSE had an opportunity to create a step-change in its operations. He stressed that the
draft Vision statement circulated was a working document, and input was sought from Council to assist in its development. It was noted that the four task forces would be taking forward proposals for the four key areas identified, with a view to bringing proposals to the September Board.

4.3 In the absence of Peter Kinsella, Stephen Matthews introduced the Membership targets that had been identified, which included an increase in membership numbers to 30,000 and membership income of £3-4M, with a particular emphasis on international growth, the establishment of additional regions outside the UK, helping people to join the Institution and broadening the membership to other sectors of the industry.

4.4 Tadj Oreszczyn referred to the core issue of Knowledge, and the need to identify what knowledge was needed and how best it should be delivered. CIBSE had limited resources, but must ensure it had a role in influencing the direction of government funding and in particular the use of funds made available to the university sector to disseminate research. Options for the development of a five year plan would be considered ahead of the September Board meeting, working closely with the Building Performance and CIBSE Services teams.

4.5 John Field referred to the issues in Building Performance, and to CIBSE’s key position in addressing them. CIBSE should establish itself as the prime Institution for Building Performance and had a range of initiatives including the Building Performance Awards which made it well placed to take on that leading role. The range of Building Performance would be considered further and input was welcomed.

4.6 Mike Simpson introduced the targets for CIBSE Services, which had grown over the years with a number of different business strands. The 2020 vision was to increase the turnover to £10M with a contribution of £2M, which was a very large increase on current results. He described the current income sources, including the Building Performance Awards and CIBSE Certification (which had been affected by uncertainty from government), Training, the CIBSE Journal and Events. It was felt that these activities could be driven forward and brought together to generate a higher level of activity. One initiative was to draw together all CIBSE’s training activities into a single philosophy and brand, which should be closely linked to CPD. The Knowledge Portal should be better linked to publications production, and CIBSE Certification to the membership. Planned new IT delivery mechanisms would be key to these developments, including a new Learning Management system for distance learning. It was also felt that a Commercial Director position also needed to be considered. The targets were felt to be challenging, but realistic.

4.7 Nick Mead then introduced the draft overall vision statement, stressing the need to make progress and to deliver change. Council was asked to focus on the vision statement for the current discussion, although members could also make input on the four specific areas if they wished to do so. Council then split into break-out groups to discuss the draft Vision Statement.

4.8 Following the break-out session, Nick Mead invited the group facilitators to present the outcome of their groups’ discussions. Detailed notes from each group session are attached at Appendix 2.

4.9 Cathie Simpson reported that her group felt the overall goal for the Institution should be that CIBSE had transformed the performance of the built environment and Key Performance Indicators were needed to evaluate this. Better recognition of building services engineering was also needed to address the issue of shortage of resource, and whilst visits to schools and universities were helpful in the short term there was a need was to improve the profile and ‘glamour’ of the industry.
4.10 The group had felt that in five years it should be possible to see the direction of travel for the Institution for the next 20 years. The need to improve the visibility of the profession, to be recognised and valued, and to project an exciting image, was stressed. It was felt that the profession may be trapped by language that’s no longer appropriate. It was felt that the Young Engineers Network could also contribute, and could relate well to schools in particular. Society’s image of engineering needed to be improved, and perception was a key issue. The reasons for people joining the building services profession needed to be captured, with many coming to the profession after not originally intending to do so. Sustainability, energy and the performance of the built environment were key issues.

4.11 Gay Lawrence Race reported that her group felt the Institution had an important story to tell, and that the message needed to be made exciting. Awareness and accessibility needed to be increased, and good work publicised. There were positive messages that could engage interest, such as the challenges of moving people around Canada Wharf, and the importance of lighting at the Olympics. The group had discussed Building Performance and the built environment, but stressed the breadth of the industry’s role from concept through to decommissioning. Supporting the members through quality, standards of people and processes, training, competence, CPD, and standards of guidance was vital. All this needed to be brought together to show how CIBSE delivered public benefit. People must be made more aware of Building Services, CIBSE’s role and its members. The key issues were raising standards, raising awareness and public benefit.

4.12 Tadj Oreszczyn reported that his group had discussed whether the vision would be different for 2020 rather than 2016. It had also discussed whether the vision should be for CIBSE or the profession, and whether it was a vision or a mission statement that was required. The group did not feel that the draft captured the public service ethos; this should be more visible, with perhaps less emphasis on industry. It was also felt that knowledge and guidance needed to be more strongly embedded. The group had made a number of specific suggestions, including that the statement should address ‘governments’ rather than ‘government’, and that consideration should be given to focussing on best practice rather than regulation. There was some concern about the use of ‘buzz’ words such as ‘vibrant’, and some felt the approach may be too close to ASHRAE’s. There had been discussion about the reference to ‘central London HQ’; it was felt this might help deliver the vision rather than being part of it. It was felt CIBSE needed a core membership who were real experts on Building Services, and appreciation that Building Services knowledge was relevant and important to all sectors of the industry including the design, construction and use of buildings.

4.13 John Field reported on his group’s discussions, which had considered what each of the four statements in the draft was aimed at, what it covered and whether they were well worded. The group was not convinced it was realistic to suggest CIBSE would be the unique voice respected by government. The second clause was felt to be authoritarian and dated. The use of ‘vibrant’ in the third clause had again been questioned. It was suggested that the fourth point might become the first, with ‘HQ’ being replaced by ‘Knowledge Base.’ The second clause would focus on inclusion, the third on collaboration and respect, and the last on agility and adaptation.

4.14 Nick Mead thanked the facilitators for their reports, and Council members for their feedback. Many issues had been raised that needed further consideration, with a number of common themes. There were a number of common themes, particularly the need to show the importance of the profession and to get that message across publicly. The debate about HQ had been going on for many years, and centred on the question of what CIBSE would gain from being in Central London. There was an emphasis on being recognised as professional, rather than on setting standards. The four group leaders agreed to write up notes of their sessions to attach to the minutes.
4.15 It was agreed that the proposed final form should be circulated to Council as soon as it was ready for distribution, hopefully for comments ahead of the September Board meeting.

The importance of communication was stressed; the President’s blog was welcomed and it was suggested that additional blogs be considered for Regions and Societies, and engagement through regional committees and meetings was encouraged.

5 SOCIETY CHAIRS

5.1 **Institute of Local Exhaust Ventilation Engineers** – Wally Gilder introduced the report informing members of the work of ILEVE, which was the most recently established CIBSE Society. The importance of the discipline was noted, with significant illness caused by work related respiratory disease. ILEVE membership had increased from 148 to 259 over the last year. There were now 84 student members, and the Society needed to help them develop their careers. Competency cards had been established for qualified ILEVE grades to try to create and raise standards in the profession, and efforts were being made to encourage those responsible for Health and Safety to ask for this card; this in turn would help drive membership and standards. The Society had been represented at exhibitions and conferences, and the Information Day at the Royal Society was noted. The Society had a generic presentation which it was keen to deliver to Regions, and was supporting Safety Groups UK, which involved many groups around the UK as well as a schools campaign. A competency matrix would be included on the website in the near future, providing a route through professional life. The Society continued to have strong backing from, and to work closely with, the HS.

5.2 In response to question about competence assessment, it was noted that the Society had initially had a ‘grandfather’ arrangement, and had now established five disciplines. Applicants had to present evidence of qualifications and good current practice, and were considered by a committee of the Society established for that purpose. It was suggested that discussions with BRE should be considered, so that ILEVE accredited members could be recognised under BREEAM; this would be investigated further.

5.3 **Society of Façade Engineering** – Graham Dodd presented the report, referring to the Society’s work in respect of the external building envelope. SFE had been established for 11 years and had 428 members. Technical meetings and city walks were undertaken, links were in place with the MSc course at the University of Bath, with an event for alumni planned for July. A collaboration event with the Intelligent Buildings Group was also being held to look at dynamic facades and interaction with intelligent buildings. Façades were the first step in building performance, and should be integrated with other services. The Society had some international presence, and had provided support for overseas events. The aim and long term goal was to provide façade engineers with a route to chartered status as façade engineers, and efforts were being made to gain recognition as a profession with high standards within the construction industry. It was important to communicate the value of the Society to engineers, employers and clients and to promote SFE membership. A statement of the duties of professional façade engineers was under discussion, as it would be useful to crystallise the role of the façade engineer. Communication with members was the key to success, and this remained a challenge.

5.4 It was noted that there had been co-operation with IStructE, IMechE and RIIBA in setting up the Society, but less so lately and this should be pursued. The Society had some architect members, and it was suggested that SFE might provide part of RIBA’s core CPD. The route to Chartered Engineer status was key, but the RIBA link was worthy of further exploration.

5.5 **Society of Public Health Engineers** - Chris Northey introduced the report on the last year as immediate Past Chair, drawing attention to the key objectives and noting that membership had increased by 25% to 411 members. Student membership in particular had increased, though all grades had shown improvement and there was a good membership base across the grades.
5.6 The key role of Industrial Associate Membership was noted, and the support this provided for the Society’s work. A quarterly newsletter was issues, which included guidance notes and industry information, and advice was provided to government advisory panels.

5.7 Steve Vaughan introduced himself as new SoPHE chair and outlined the 2015-16 aims and aspirations of the Society. He referred to the work of the Education group, the Regions, technical bulletins and events, and to the gas design conference. The Society had a focus on collaborative working, and this included international activities. The Contractors Working Group’s activities were noted, and the use of social media to engage with members was also pointed out.

5.8 **Society of Light and Lighting** – Liz Peck, new President of SLL, introduced the report, informing Council that SLL had just under 3,000 members. It was a busy year for the Society, being the UNESCO International Year of Light. As part of this the Society was undertaking to light 10 UNESCO world heritage sights across UK and Ireland, and would work with the Royal Photographic Society to have this recorded.

5.9 The Society was planning to introduce the RIBA to the SLL masterclass programme, and were pursuing discussions with the RIBA President-Elect. It was expected that two Lighting Guides would be issues this year, and two others were in the pipeline. Liz Peck would be making a presentation to the West Midlands region on the work of SLL, and the Society would be happy to support further presentations to Regions working with the local membership.

6 **CHIEF EXECUTIVE’S REPORT**

6.1 Stephen Matthews introduced the report, referring to the four year IT strategy project and to the planned launch of the new CRM system. Since writing the report, it had become apparent that because of mis-communication between IT suppliers, the launch date would have to be put back, however much progress had been made and user testing would commence in the near future. He believed the product was right for the Institution, but it had not been easy to deliver in the original timescale and would not be available for this year’s renewals. He was aware, however, that communication with members was crucial and efforts were being made to speed up delivery of the new bulk email system.

6.2 He went on to point out that much of the report came from the senior staff as a team, and that the report could not cover all the activity that was in progress. He was always keen to engage with the members, and invited questions on the report.

6.3 Further information was requested on the governance review, specifically concerning the Terms of Reference and information that could be made available on the website. Stephen Matthews confirmed that the review as being chaired by Graham Manly, and that all had been encouraged to contribute through the Journal and the email newsletter, although this had not been published on the website. It was planned to provide an update on progress to the Board in September, and it was asked whether consultation with Council would be possible, perhaps through the issue of an interim report. It was also suggested that the final report could include any issues that had been considered but rejected for inclusion. Stephen Matthews explained that the format would be determined by Graham Manly and the review Task Force, but he agreed that it was important to provide feedback. The value of transparency was supported, as was the benefit of Council being consulted on a first draft if available before October. The benefit of encouraging ordinary members to engage was also pointed out. Nick Mead agreed to discuss with Graham Manly whether it would be appropriate to issue a public report and explain why decisions had been made, and to consider including the issue in the President’s blog.

**ACTION: NM**

6.4 It was also pointed out that the Groups Manual was overdue for review, and suggested that this might be added to the review. It was felt however that this could not be undertaken as part of the review, but may well be part of a recommendation for further work.
7 NEW INITIATIVES

7.5 Hywel Davies reported that CIBSE had been asked to chair the Industry Advisory Group on revisions to the non-domestic aspects of Part L in 2011, and had been encouraged to reconvene the group in late 2014 to consider what further changes to Part L might be needed to support zero carbon non domestic buildings in 2019. The group reconvened in January and reported to the Minister on 5th June. It was chaired by Dr Foroutan Parand of Aecom, and about 35 industry representatives attended three plenary meetings, with a number participating in working groups as well. The status of the zero carbon policy was one of the key questions on which the group sought clarification from the Minister. The report also suggested an intermediate update to Part L and requested clarity on the relationship between zero carbon and nearly zero energy buildings. This was a major piece of work, which involved talking to and working with a number of trade bodies. It demonstrated once again how CIBSE can take a lead in this way bringing a number of organisations together to produce a clear outcome.

(Post meeting note: the report was very clearly answered in the Productivity Plan, which confirmed that the zero carbon target has been dropped, and that energy efficiency standards will be kept under review. For a fuller analysis of this announcement Hywel Davies has prepared a detailed summary which is available at http://www.cibseblog.co.uk/ under the 24th July entry).

8 ANY OTHER BUSINESS

Women in Building Services Engineer Network

8.1 Sarah Davis reported that she had now been replaced as WIBSE Chair by Laura Dunlop, who was also present at the meeting. It was noted that the Women’s Engineering Society was holding a photocall on 23rd June and encouraged as many female engineers as possible to attend. Information was available on the Women’s Engineering Society website.

CIBSE Awards

8.2 Clare Bott referred to the Graduate of the Year and Employer of the Year Awards, for which entries were now open. She also encouraged all to put forward projects for the Building Performance Awards, which were a great opportunity for CIBSE to take a lead in Building Performance.

Bulk Email

8.3 The urgency of improving the performance of Group and Region emails was pointed out. It was confirmed that this was high on the priority list, and the difficulties with the high number of bounce-backs was noted; this had a variety of causes including people not providing updated addresses, and the operation of spam filters and black lists. The new system would provide for more consistent formatting and presentation of emails, and HQ support for their despatch.

Heat Networks Code of Practice

8.4 It was noted that the Heat Networks Code of Practice would be launched on 8th July, and that the event would include a site visit. Further information would be issued by email.

Council Leader Role

8.5 John Field reminded members that he was now acting as Council Leader, having taken office as President Elect. The Council Leader role had replaced the function of the Buddy List, and members of Council should contact him if they had questions or issues they want to raise.
APPENDIX 1

Additional Items Raised by Home Counties North West Region at the May Meeting

CEO Report: Policy

Under the Royal Charter the body CIBSE serves wider society first - but via the care and achievements of CIBSE Members. It must therefore consider wider issues.

1. Does CIBSE agree that the balance between serving wider society through a scientific position on political policies - particularly those relating to climate and sustainability - is becoming increasingly difficult?

2. Could emerging resource limits - such as Peak Oil, perhaps Peak Debt and declining Energy Profits - be significant constraints on the transition to a Low Carbon Economy?

CEO Report: Knowledge, BIM and Deep Learning

CIBSE is at the forefront of innovations such as Building Information Modelling (BIM). “Deep Learning” is where Artificial Intelligence (AI) can self-learn. AI has acquired the ability to identify images from text descriptions and self-improve. In fact, around 80% of employment in the maturely-developed world involves tasks which can today be done by AI.

1. Has CIBSE conducted any research into how Deep Learning could produce self-learning algorithms which could do building services design or considered the implications?

2. Assuming there were no resource or financial limits, does CIBSE think that Deep Learning could bring about the kind of technological unemployment foreseen by John Maynard Keynes and if so, what are the implications for CIBSE?
NOTES FROM COUNCIL BREAK OUT GROUPS

Red Group Feedback: Cathie Simpson, Facilitator

Members in attendance:
Andrew Saville
Wally Gilder
John Armstrong
James Borne
Mark Connor
Graham Dodd
Phil Jones
Clare Bott

Members absent:
Rodger Edwards
Mike Simpson
Andy Ford
Jonathan Page

The objective was to consider where CIBSE should aim to be in the next 5 years.

The group began by looking at the long-term vision of where it felt CIBSE should be in 20 years' time so that they could work back to a short-term goal (5 years) which would lead them there.

20 YEARS – the Goal (or sooner if possible!):
Evidence that CIBSE has transformed the performance of the built environment.

Key Issues
• Capture realisation of why BSE is a career of choice – outcome: the profession is recognised, has a positive and valuable image which increases resource of engineer pool whilst at the same time recognising negative perception and restriction of words such as ‘engineer’, ‘building services’ and accept positive perception and influence of words such as ‘sustainability’, ‘energy’, ‘architectural’

• CIBSE elevates its contribution from guidance to minimum standards – drives improvement in the built environment by setting targets and measuring CIBSE’s performance internally and externally – set and pursue Key Performance Indicators (KPI’s) for the built environment.

• CIBSE is an authoritative participator in virtual construction.

• Multi-strand approach to address skills shortage – schools, employers, front end of university, media, society image, exciting role models, attract more graduates by BSE recognising its solid core (roots) in engineering whilst enabling growth by acknowledging new membership at its fluid edges (energy, sustainability, building physics, lighting etc)

• Set robust standards and provide supporting knowledge which drive achievement of KPI’s.

• Equip new and current engineers with requisite skills; detective (analytical), engineering, creativity people skills.

• Recognise negative perception and restriction of words such as ‘engineer’, ‘building services’ and accept positive perception and influence of words such as ‘sustainability’, ‘energy’, ‘architectural’, make what we DO relevant to young people and society.

• Recognise the unique asset of YEN to connect with school children, encourage/require YEN to visit schools and universities as part of their CPD to connect and engage with potential engineering resource.

• Address financial restrictions and barriers presented by education, professional bodies and employers – provide a common entrance to the built environment with later specialisation – similar to entering the medical profession.
CIBSE Council Meeting 10 June 2015 : Blue Group feedback on CIBSE Vision

Present
Gay Lawrence Race (facilitator)
Janet Beckett
Pater Raynham
Peter Sutcliffe
Hywel Davies

Absent
Hazim Awbi
Richard Davies
Robert Ferry
Adam Keightley
Martin Liddament
John Palmer
Geoff Prudence

The discussion centred around a number of key points:

Objective 1 – Get the story told

- We have a story to tell – what is the big picture
- How do we get the message across?
- Increase awareness and accessibility – attract a wider audience
- Inform. Publicise good work and make it more accessible to the public – reflect the breadth of coverage - make it exciting and relevant eg the lifts for the Burj Khalifa, lighting for the 2012 Olympics stadium

Objective 2 – Reflect our whole industry

- The whole life cycle of the built environment
- Building performance / Performance in use
- Cradle to grave
- Wider than just buildings
- Who and what do we represent – it is broader than the profession and the industry
- Public duty – deliver our message by equipping, ensuring ......
- Efficient, sustainable, productive environments
- Need an International voice
- Other players - ASHRAE (eg ASHRAE standards are used for BIM)

Key words

- Knowledge
- Individuals
- Develop
- Influence
- Enable
- Support
- Inclusivity
- Diversity
- Quality
- Raise standards
- Create better output
CIBSE Council meeting 18th June 2015

Orange Breakout Group feedback

John Field (Facilitator)
Colin Ashford
Chris Northey
Eric Roberts
John Field
Liz Peck
Sarah Davies
Steve Vaughan

1. Suggestion

CIBSE’s vision encompasses
The knowledge base as a showcase for the industry;
Inclusion and empowerment together with leadership as the basis for making our industry and our institution an attractive and challenging "go to";
Collaboration as the basis for respect from the industry and government;
Agility and adaptation to global developments and technological advances as a basis for our future direction.

2. Comments/revision on current version - for the record

Recognised as a major international voice of the Building Services Industry, respected by Government, driven by our members and valued by the industry. <THE is unrealistic>

We develop and set the standards and building regulations, we certify, we train, we impart knowledge, we control, we audit and we measure success. <Authoritarian and with dated language - replace see above>

We are the "go to" industry leading by integration bringing excitement and innovative ideas to the Building Services environment.

Our central London head quarters, supported by our back offices, CIBSE Services and regional offices are a show case for the industry. <Replace - see above>
Notes from Tadj Oreszczyn

Green group discussion on the CIBSE Vision 2020

General discussion

1. Should the Vision for CIBSE 2020 be different from the Vision 2016, what we deliver as part of the Vision is different but not necessarily the overall vision?
2. Is it a Mission or Vision
3. Is it a Vision for the Members or the Profession

Things that should be added or strengthened in the vision:

1. Our Charter is to serve the public not just the industry. This should be clear in our Vision and is an opportunity to demonstrate our reputation, value and possibly increase funding.
2. The document does not explain strongly enough our work in Knowledge and Guidance
3. We should be dealing with Government’s not just the Government of England, our role in EU etc. This is important in terms of international vision.
4. We should provide knowledge in a way which is not elitist. CIBSE knowledge should be accessible to everybody who has a stake in the Built environment. But we should also maintain a core of experts who help develop the knowledge and are experts and these should have a different level of membership.

Things that should be changed/removed in the draft Vision:

1. Regulations, we will never be in control of the regulations and they may not exist in 2020, what we are responsible for is defining Best Practice.
2. Vibrant, this is a bit of a buzz word and the sentence with this in is also ageist and exposes that we may not have enough young people. Vibrant hard working etc is something that we should be judged by others not just something we need to put in our Vision, unless we are not vibrant now?
3. How does our Vision statement differentiate itself from ASHRAE’s,?

Office in Central London, this could be part of how we deliver on our vision, for example if we think our vision should be to become more international and influence government more than a Central London HQ may play an important role in this.