

Council Meeting Minutes

For the meeting held online on Thursday 27 June 2024.

Welcome from the Chair

CIBSE President, Fiona Cousins (FC) opened the meeting and welcomed Council members, especially those new to Council and attending for the first time.

Minutes of the last meeting

The Minutes were approved as a correct record of the meeting on 22 February 2024.

Chief Executive's Report

Ruth Carter (RC) welcomed FC to her first Council meeting as President, and thanked Adrian Catchpole (AC) for his major contributions over the past year, including presiding over the sale of the Balham premises, the impact of his presentations at COP28 and the promotion of the STEM Ambassadors scheme (200 new Ambassadors). She went on to report progress in 2024:

- This year's financial performance, despite external headwinds, is holding its own against budget and continues to drive the planned investment in member support and activities, as well as technical knowledge and guidance.
- Great performance from groups, regions and societies who all completed their own AGMs before the CIBSE AGM, as well as holding an impressive 239 events so far in 2024.
- Commercial activity: training is up 55% on courses attended, and up 100% for on demand training – a total of 1,317 trainees so far in 2024. New courses include Minimum voltage distribution (AM18.1) and Amazon funding a new LCA Low Carbon Assessor co-practitioner training programme.
- Events include: the well-received Decarbonisation Conference; the Technical Symposium which sold out; and the Building Futures conference on 8 October which will build on the theme begun by FC in her Presidential Address.
- CIBSE Certification becomes the Administrator for the NABERS scheme in the UK on 1 July, with training of new Assessors to support the existing Assessors and the 232 building certifications that are in process.
- CIBSE Premises: the sale of the Balham site has completed, and the Engineering Centre has been decommissioned and its contents stored, recycled or repurposed. Delta House will be decommissioned in January. An offer has been made for new premises, and CIBSE is now working through the process to exchange of contracts.
 - o The plan is to occupy the new building for a year whilst assessing its performance and capturing feedback from members on their views of it. This assessment process will be followed by investment in developing it, which will

- include good training facilities, members lounge area, and meeting rooms for groups, regions and societies.
- Overall aim: to create a vibrant, engaging engineering hub that represents what CIBSE stands for, including: skills, best practice, member and group interaction.
- Morgan Thomas have been engaged to undertake professional fundraising to help fund retrofit and long-term plans. They will be enlisting the help of members, so please offer thoughts and ideas.
- Overall, CIBSE is in good health, delivering well, and with exciting plans for the future.
- In response to questions from Andy Bott, RC welcomed the idea of involving apprentices and young engineers in the new building's 'journey', as well as taking the membership on that journey by publishing the progress of the project and the lessons learnt. Building a photographic record of how it changes was also welcomed.

Updates

Building Performance Reimagined

FC began by reminding members that the world is moving fast, with lots of changes in how we think about buildings and what is expected from them. It's important therefore to look forward and think about what is needed next. Some projects take 7 years to build: what was the world like in 2017, and what will it look like in 2031?

- In this context, the report is designed to create a framework for thinking about the future and what will be valued and uses lots of views taken from both inside and outside CIBSE. And it makes suggestions about what to do next: for CIBSE, other Institutions, individuals, companies and other organisations. The ideas are both actionable and identify positive changes.
- Many of those who participated in the development of the Report came away having expanded the way they think, and approaching their work differently – whether in design, contracting or maintenance. Its real value comes out of what individuals do with it going forward.
- After considerable discussion of ideas and thoughts arising from the Report, FC concluded by pointing out that, if individuals are thinking about how they can make change, then ideas start to be generated – whether good or bad. And whilst conventional payback calculations are essential, the individual can also consider the wider externalities and intangibles that are being identified.
- Note: [The Presidential Address](#) , the Building Performance Reimagined report, are all available on the CIBSE website.

Regional Liaison Committee (RLC) Update

Graham Etherington (GE), Yorks Chair, outlined that the next RLC meeting would be discussing volunteer inductions by the Networks Team, and the Volunteer Experience Survey which will provide insight into what volunteers actually feel. They will then review the activity planning and grant funding process for 2025, which will introduce a simpler process than before.

- GE discussed the difficulties of getting people out to meet each other: in Yorkshire, only one third of those who register to attend a CPD, or other events turn up.
- the meeting will also discuss the role of 'Recruiting Membership Champion' and how it will work.

In addition, GE welcomed the move to Farringdon, stating that visiting will be a much better volunteer experience than travelling out to Balham.

Groups and Societies

Emeka Osaji (EO) reported on the Groups and Societies meeting held on the morning of Council. The meeting had approved the Minutes from February and went on to discuss the development of the Volunteers' Handbook and the formation of a volunteer advisory group. The meeting also discussed the importance of both financial planning and support for Chairs and Treasurers of Groups.

- The inaugural Induction events had been explained, as well as the resulting positive feedback from attendees.
- There was discussion of how to ensure that events are interactive and meet the needs of attendees.
- Anastasia Mylona, Technical Director, described CIBSE's progress towards Net Zero goals, as well as new publications including initiatives with Amazon and Tesco (see detailed report below).

Overall, the meeting successfully shared best practice experiences and the support available to make activities as effective as possible.

Department Updates

Membership Standards and Networks

Richard Goldsbrough, Director of Membership, outlined developments and activities:

- Growth: there were 20,600 members at the end of 2022, and are now 23,200, showing that there are many individuals wanting to join. Renewal rates are also very strong. CIBSE has therefore to communicate effectively and make it easier to join. The team is working hard to improve and streamline joining processes such as the experiential route to membership as well as online applications.
- The Membership Development team is also talking to organisations about how groups of members can join.
- CIBSE Societies are now looking at routes to CIBSE membership. For example, how to progress from MSL to MCIBSE.
- End Point Assessment (EPA): at the AGM in June, over 300 had gone through EPA, the final assessment of an apprenticeship. 2024 figures are also looking strong.
- Professional Conduct Committee (PCC) is reviewing the CIBSE Code of Conduct with the next version due to launch in 2025.
- Volunteer Handbook and Governance Review is underway: both are part of looking to improve the volunteer experience and support by making governance more consistent, flexible and appropriate for groups, regions and societies.
- Investing in Membership Marketing: a new Head of Membership Marketing has been appointed and will reinforce the focus both on member recruitment and engagement. For example, revamped member newsletters are already being introduced.

Technical

Anastasia Mylona (AM) covered a wide range of technical activities, including:

- Pre-election manifesto published on the CIBSE website, and CIBSE will be supporting the CIC's post-election Manifesto.
- Technology Committee (Chair: Rob Redfern) is reviewing and revising CIBSE Position Statements and will be approaching Groups and Societies for their views on the topics on which CIBSE should have Statements.
- Technical team is working closely with the Arup Foresight team on the Building Performance Reimagined project.
- Building Performance Awards – led by Julie Godefroy and the team – will see two new Awards this year: Client of the Year, and Leadership of the Year.
- The Technical Symposium held in Cardiff in April sold out: a bigger venue will be used for 2025.
- Build2Perform: thanks go to the Groups and Societies for their help in putting sessions together. The Programme is almost finalised.

- Progress on Technical Themes:
 - o Net Zero Carbon Building Standard: CIBSE membership will lead its delivery and the Governance Board of NZCBS has asked CIBSE to provide an expression of interest in becoming a verification body for the Standard, which is aiming to launch in September.
 - o Embodied carbon: TM65 has been a great success with much interest from sectors and regions. TM65.3 on logistics and buildings has just been published in collaboration with Amazon. Now working with Tesco and Amazon on embodied carbon of refrigeration equipment in stores. Also developing National Addendums for the UAE and USA.
 - o Building Safety Act: having been involved in the creation of the Act, CIBSE is now looking at revising CIBSE guidance in order to support its implementation. The Knowledge Management Committee has requested the formation of a Working Group to examine, review and revise CIBSE guidance on fire safety, fire engineering and design.
 - o Heat Pumps: now focussing on the domestic side which is the next big challenge for the correct implementation of the technology. We are now trying to map existing guidance and identify the gaps. Also researching the acoustic implications of uptake of heat pumps to health and wellbeing.
- Climate Resilience: revision of the Weather Data files is on track for October. Now working with academia on testing the files and to help with dissemination and uptake, possibly using a digital medium.

Activity Reports

Regions

Ingrid Berkeley from CIBSE Scotland presented achievements, including:

- The Annual Conference in May had focussed on Retrofit, attracting 10 speakers, 135 delegates and sponsors, generating £8k surplus. Discussions, Student Poster Award and presentation of a CIBSE Medal had all added to the event's impact.
- Members of the region are engaging in Scottish Policy updates and other working groups addressing such issues as Scottish energy standards affecting new build homes and non-domestic buildings. CIBSE Scotland is also a member of the CIOB retrofit roundtable group and has partnered with the Construction Quality Improvement Collaborative for improving construction quality, as well as co-hosting an event to discuss and document issues which will be presented in a webinar for members.

- Also involved with CIC Scotland focussing on such topics as the skills shortage and apprenticeships.
- Organised a range of technical events including a sustainability networking talk with RIBA, as well as social events such as the Annual Dinner.

Groups

Phil Draper of the HVAC Group confirmed that many of the activities discussed earlier in the meeting also took place in the HVAC Group, and introduced some additions:

- The Group started in 2017 and now has over 1000 followers on LinkedIn, allowing significantly wider exposure.
- The Group is planning interactive events and collaborations with other Groups and organisations in order to maximise value. For example, an event on residential heat networks on which they could collaborate with the Heat Networks Group.
- HVAC Group speakers are available and encouraged to speak at other Groups' technical events.

Societies

Dan Lister, President of SLL, presented highlights:

- Many SLL speakers at events nationally and internationally, including Scotland, the North West, Yorks, and the UAE.
- The SLL focus is on health and wellbeing (life-centric) aspects, not just technical.
- Working on aligning SLL membership levels with CIBSE, and also working on competency criteria rather than length of education.
- Also working with SLL Sustaining Members to address issues and engage the wider lighting market.
- Light2Inform (at Build2Perform) will focus on wellbeing and creating inclusive environments with presentations and panel sessions around sleep, visual impairment, neurodiversity and the broader issues around lighting and the lit environment.
- The SLL Technical and Publications Committee continues its prolific output of guidance: it is currently reviewing LG6 (Outdoor environments) and LG11 (Reflectance) and producing new LG23 on Creativity and Compliance. A digital tool is also in development
- The Young Lighter competition has had a very good year: the quality of entries resulted in a 'long list' of nine. And a committee is being formed to drive forward and engage the early career community.

- SLL will be attending Light 24 (Trade and industry) event; RSL Conference in September; Healthcare Estates; the Workspace Design Show, and more events.

AOB

- In conclusion, FC thanked all the speakers at this meeting of Council before moving on to thank Geoff Prudence for his 21 years on Council, leadership of the CIBSE Facilities Management Group and CIBSE Fellows Network and his many further contributions to CIBSE.

DATE of NEXT MEETING

Friday 11 October 2024

Time: 1300-1600

Location: AECOM, Aldgate Tower, 2 Leaman Street, Aldgate, London, E1 8FA