



## 1 Present and Apologies

### 1.1 Present

Sarah Morris, President, SPACES, Derbyshire CC  
Leslie Morrison, Membership Director, SPACES  
Andrew Rowe, Finance Director SPACES, Concertus  
Mukund Patel, Scrutiny Director, SPACES  
Greg Keeling, Events Director, SPACES, Essex CC  
Rob Edwards, Marketing & Publicity Director, SPACES, Gensler  
Phil Zjalic, President, Membership Director, SPACES  
Fiona Fanning, SPACES Manager  
Chris Hinge, Hertfordshire CC  
Nigel Badcock

Rex Bainton  
Nigel Lawford  
Robert Mewes, CBSS  
Jackie Lowe, EFA  
Steve George, NPS  
Charles Tanswell  
Richard Daniels, EFA  
Bernard Wyld  
Dave Kimmins  
Roosje Barr

### 1.2 Apologies

Martin Kent, Hampshire CC  
Nigel Blunt, Acivico  
Helen Newman, Atkins  
James Bourne, Atkins  
Mark Dunne, Technical Director, Atkins  
Andrew Stevenson, Atkins  
Charles Coulson, Concertus  
David Garrard, Concertus  
Richard Ockleton, Concertus  
Luke Rudd, Concertus

Alan Samson, Concertus  
Matthew Self, Concertus  
Les Hicks, Essex CC  
Danny Pollock, Hurley Palmer Flatt  
John Richardson, JRS Building Services Ltd  
Tom Brewster  
Mike Wetton, Butler & Young  
Richard Fenwick, Durham County Council  
Alan Knibb

## 2 Minutes of the last SCALA AGM

The minutes of the last SCALA AGM held on Friday 14<sup>th</sup> November 2014 were approved. This was proposed by Jackie Lowe and seconded by Bernard Wyld.

Nigel Badcock requested that was an amendment to page 15 to clarify his position. It was agreed that the amendment be emailed to Fiona Fanning and it be added to the 2014 minutes.

## 3 Minutes of the SPACES EGM

The minutes of the SPACES EGM held on Friday 19<sup>th</sup> June 2015 were approved. This was proposed by Greg Keeling and seconded by Leslie Morrison.

## 4 Reports

### 4.1 Presidents' Report

Sarah Morris read out the President's report. It is reproduced below.

It is with great pleasure and a huge sense of pride that I am able to present myself to you today and deliver the first President's report for SPACES.

The journey that myself and fellow colleagues have travelled over the last twelve months has on reflection been quite incredible.



It is not quite yet a year since the last AGM and what was to be the final AGM of SCALA and the ensuing ballot that overwhelmingly supported the merger of SCALA and SCHEME to form SPACES – which officially commenced on 1st April this year.

Within the last year we have created an Interim Management Board, appointed new Interim Directors, each engaged with a clear business focus; we have adopted and received members approval for new Articles of Association; we have prepared new Bylaws that enabled us to register the new company SPACES; we have completed all the related housekeeping associated with setting up a new company – e.g. bank accounts; we have created a new logo; we have completed and launched the first stage of our new SPACES website; we have held four board meetings; we have delivered a well-attended President's Dinner and CBOY event in Leeds and an excellent Study Day in Birmingham; we have delivered another impressive Yearbook that illustrates the high standard of design and construction within the Public Sector; we are a business running with a respectable surplus and we are receiving enquiries from new members on a regular basis.

Most recently the members of Chartered Building Surveyors Society (CBSS) voted to merge with SPACES - and this will formally take place in April – this is a major and very welcome step forward for a society that aims to be the multi-disciplinary, collaborative and cut across professional silos.

The achievements I am listing here are simply the headlines –

As well as listing the achievements and outputs over the last twelve months we are also planning ahead for the next twelve months, the next two years and the next five years.

These events are without any question a major accomplishment from a group of volunteers, most of which work full time. A team that above all share passionately the same vision for SPACES. A cohesive and supportive team that unanimously agree what SPACES should be going forward and what SPACES should not be.

As a management board we are all aligned; we are in-tune; we all share the same vision.

Going forward we now need to continue to communicate and engage with a wider audience – with our members who now represent many professions. We want to expand our membership and embed ourselves into our regions – we have achieved so much, we have come so far – but there is still much more to do - BUT, as any successful building project we are constructing on very good ground and the foundations we have poured are strong.

The concept and vision is clear and we are all signed up to it. We now must continue to deliver it. We have an excellent delivery team and an excellent manager.

Fiona continues to exceed all our expectations – and if there's one certainty, without her none of this would ever have happened.

So in closing I thank the Management Board for their dedication and immense contribution.

I wish to thank Phil Zjalic, my outgoing Joint President who has been a great support and voice for SCHEME on the board of SPACES.

I welcome Martin Kent, previous Vice President of the CBSS as my new Joint President.

I wish to thank Fiona for her tireless commitment to SPACES.

I thank the individuals here today who have actively contributed to the outcome of SPACES.....

and I thank you – the members for continuing to support us and allow us to drive SPACES forward



As President for my final year I ask for your ongoing support, an open and positive approach and an appreciation of what we have achieved – and finally encouragement and confidence in us to allow us to continue.

**Sarah Morris**

## **4.2 Vice President's and Marketing and Communications Director Report**

### 4.2.1 Website

Once the go-ahead had been received to form the new society Fiona and I produced a specification for the development of a new website with the following objectives:

- The site should be user friendly in its navigation;
- The ability for it to be updated regularly (major alterations by the successful web designer, everyday news items in-house by SPACES);
- It should have a fresh and uncluttered contemporary feel;
- It should have links to social media (LinkedIn, Twitter, Facebook etc);
- It should have interactive methods of membership and event bookings;
- It should have an information bar for regular updates and news;
- Use of embedded animations of changing imagery will be required to emphasize an exciting and dynamic ethos of SPACES;
- Access to elements such as the Information Suite will be by membership sign in;

Like all good things this has taken time and we have just completed the first phase of development; with the second phase well underway. Fiona has currently got the role of updating the website. Jackie Lowe has undertaken the role for social media.

Fiona is still using the e-newsletter as a monthly method of summarising what is happening in the world of SPACES. It is currently circulated to nearly three hundred people.

### 4.2.2 Branding

This element of work has been completed and the SPACES logo now features on all correspondence. This branding is currently being applied to all aspects of the organisation such as the website, Yearbook, plaques and future events including the Presidents Dinner and Study Day. The branding is also reflected in a number of flyers and notices which show clear intent to move the organisation in a forward thinking and progressive direction.

### 4.2.3 Yearbook 2015

This will proceed in the same format as previous years except it will be branded the SPACES yearbook. The front cover will include the new SPACES logo although as it will be a transitional edition, reference will also be made to SCALA. The full SPACES 2016 format will be developed in parallel with our publishers and it is likely this will continue to be issued in a quality paper edition as well as digital.

I would like to convey many thanks to Fiona for the excellent work in developing and maintaining the website which I am sure all members will agree is of the highest quality. As stated previously, Fiona has been key in ensuring all members are kept informed and up to date on all matters relating to SPACES. Many thanks also go to Jackie for taking on board the exciting role of social media which will also help to give our organisation a national and global reach.

**Rob Edwards**

[www.thespaces.org.uk](http://www.thespaces.org.uk)



### **4.3 Membership Directors' Report**

Since the amalgamation of SCALA and SCEME to form SPACES, the Membership Directors have developed a strategy that we believe will deliver the requirement to future proof the long term sustainability of the Society. The Members of SPACES are the lifeblood of this society and without them, there can be no society, so establishing the current membership numbers is only the start of the workload facing us at the current time.

The members' database is increasing as new members from other professional societies join SPACES and part of the role of the Membership Directors is to set up Hub Co-ordinators throughout the country and assist them to establish a local network of members within their own areas. This has already been carried out in the Midlands and South West areas of the country and an inaugural meeting took place in Bristol on the 15th September in Bristol, whilst in other areas where the membership is much smaller, there is an ongoing search for the most suitable candidates for the role of Hub Co-ordinator.

In order to establish which local authorities have staff currently not in membership, and therefore offering the potential to recruit new members, information was taken from a new database of all local authorities throughout the UK which had been prepared a few years earlier. Since the completion of that database, however, there have been many changes taking place within local authorities that have, in some cases, drastically reduced membership of professionals and this has affected the number of members overall.

The Membership Directors are currently updating the information we have on that data bases currently available and we shall continue the task of recruitment throughout the country, seeking suitable candidates as Hub Co-ordinators for their area and also try to increase the membership of SPACES within existing authorities and private organisations working for the public sector.

**Phil Zjalic and Leslie Morrison**

### **4.4 Finance Director's Report**

At the beginning of the year we set a budget as an Interim Management Board that we felt was needed to launch SPACES as a new organisation and bring together both SCALA and SCEME.

The new organisation needed a new solid financial foundation and this year we propose to deliver this sound financial position and we have invested in a number of one-off costs to allow the society to deliver the new benefits to members that are expected. Currently I am pleased to report that the one-off costs identified are broadly in line with the forecasts.

We have now started to collect membership subscriptions and this year the level of membership subscriptions were set to attract new members and ensure that no existing members paid more for their subscription.

In the medium term however, we will need to ensure that membership subscriptions keep pace with the cost of running the new society, particularly as we grow and start to deliver further benefits to members.

As part of the merger we have looked at all aspects of the financial arrangements for the society, including banking, insurances, expenses and legal aspects.

Going forward I believe the society is in good shape and continues to retain a healthy cash reserve to allow it to develop new services, organise high quality events, technical meetings and social activities for its members.

**Andrew Rowe**



#### **4.5 Events Director's Report**

As Interim Events Director, this year has been very busy. It was not until the merger results were known in November 2014, that planning for the 2015 Study Day could really commence. The theme of Working Together (to deliver better SPACES - thank Fiona for that strap line) seemed an obvious one for a new society. With just a few months to put together a major national event, source speakers, organise the day and secure sponsorship, it was a real challenge for all those involved and especially on the back of all the merger work. However, it became clear that SPACES, and its ethos was of real interest and I think we had probably the strongest set of speakers for many years. I was particularly delighted that two SPACES members (Stephen Clow and Adrian Rowlands) agreed to be key main stage speakers along with Professor David Boyd and the best keynote speaker ever, Martin Reeves, Chief Executive Coventry City Council. I was so glad I did not have to follow his speech. Stephen Clow was the lucky person and did extremely well! A big thank you to Fiona Fanning for excellent project management of the study day, to Phil and Rob for liaising with the University and to Alan Knibb for all his hard work behind the scenes. Plus all the others who contributed.

Building on our relationship with Ecophon, this year also saw a series of national events and visits on acoustics. Working with private sector companies who are able to roll out quality CPD is clearly a benefit to both them and our members and it is an area I am keen to develop.

The Presidents Dinner and Civic Building of the Year awards 2014 (which followed the AGM and the announcement that members had voted to merge SCALA and SCHEME) was well attended and went very well. Thanks to Mike Britch and the support of NPS, it was possible for a really great collection of publicly funded buildings to be recognised. Jane Duncan, president elect RIBA, attended the evening and spoke. The hard work of the CBOY team, the project management skills of Fiona Fanning, the publication of the yearbook and the support of Lansdowne ensured the event was a great success.

The 2015 Presidents Dinner and Civic Building of Year Awards will be held in Bristol in November at the Royal Marriott. A really superb venue. Our guest speakers this year includes the new CIBSE president, Nick Mead and the Welsh RIBA President Robert Firth.

Once again there is an excellent set of buildings that have been shortlisted.

Going forward, the 2016 study day is likely to be around the theme of schools as LA's up and down the country strive to meet the demand for ever more pupil places against tighter and tight financial constraints. Developing a relationship with EBD OG is also a priority for SPACES.

Jackie Lowe has stepped up and agreed to take on the role of managing the awards as Nigel steps down as CBOY chair. A thank you to Nigel for his years of service as CBOY chair. I have already had discussions with Jackie and we've been looking at what SPACES could be doing going forward. With new awards for engineering, building surveying and construction along with architecture there is plenty to do for November 2016 SPACES Awards. We will be seeking volunteers who are willing to help with setting up and judging these awards.

**Greg Keeling**

#### **4.6 Technical Director's Report**

My role as Technical Director involves liaising with the other Directors to ensure that our events, committees we attend and the dialogue between members continues at the highest of professional levels.



#### 4.6.1 Technical Committees

My thanks go to Craig Jennings, Andrew Rowe and Charles Tanswell for their continued support and involvement with the electrical committees that they attend. With the UK Wiring Regulations Committee (JPEL/64) publishing on the 1<sup>st</sup> January and implemented on the 1<sup>st</sup> July the 3<sup>rd</sup> amendment of the 17<sup>th</sup> edition of the UK Wiring Regulations; work on the 18<sup>th</sup> edition has already started (publication January 2018 tbc). Committee JPEL/64 Panel C are working on removal of the RCD exceptions and Foundation Earthing. Electrotechnical Assessment Specification (EAS) Management Committee have developed a revised version of the Specification incorporating the roles of the 'Persons (Duty Holder, Qualified Supervisor etc) of all electrotechnical 'competent persons' organisations (NICEIC, ECA etc). It is also likely that the Communities and Local Government Select Committee will wish to continue its enquiry into Part P of the Building Regulations.

I have also been involved in a full review of the proposed PPC 2015 new suite of contracts covering "Framework Alliance", "Term Alliance" and "Project Alliance" contracts. The Framework Alliance and the Term Alliance both govern long-term relationships underpinned by joint working across a multi-party integrated team, including collaborative governance, systems for improved performance and agreed measures of success. The Framework Alliance is entirely new while the Term Alliance is an update of the successful TPC Term Contract. The Project Alliance is a streamlined version of the successful PPC2000 Project Partnering Contract.

#### 4.6.2 Technical Enquiries

SCEME already had an effective Technical Enquiries Service run by Charles Tanswell and this continues to run for engineers in SPACES. Fiona Fanning continues to circulate all technical enquiries to SPACES members and include them in the monthly e-newsletter. In the future there will be a member's area of the website where technical enquiries can be placed and members will be able to respond online.

My special thanks go to Charles Tanswell and Fiona Fanning for their assistance in this invaluable benefit of SPACES membership. I particularly enjoyed reading Charles's responses over the years keeping us in order and ensuring we all play with a straight-bat!

#### 4.6.3 Technical Meetings

So far there has been one technical meeting this year – engineering – held on the 22<sup>nd</sup> September in London. There were be two presentations one from Richard Daniels, Education Funding Agency on School Performance Specifications, the second from Paul Dunn, ACIVICO on Updates on Water Treatment. The meeting was highly successful, with very positive feedback. The next meeting will be Tuesday 8<sup>th</sup> December on the topic of LED Lighting by Bill Welch, CEO Lumenlinks Ltd and Safety of Electrical Products by Martyn Allen, Head of Electrotechnical at ESF (Electrical Safety First). Provisional dates and topics have been set as:

- Tuesday 15th March, London, on the topic of Overheating in Buildings
- Tuesday 20th September, London, on the topic of ICT, Comms, Data and Servers
- Tuesday 6th December, London, on the topic of BIM

Although the group is the Engineering Group, these meetings are open to all members with many of the topics being suitable for all Building Professionals.

In the future, the Hub Coordinators will also be assisting in rolling out these meetings; and it is hoped that there will be additional meeting on other topics. If you are organising a meeting in your local area, and wish to publicise it to other SPACES members in the e-newsletter or on the website, please email Fiona. I will always welcome ideas on topic areas that you feel would benefit the wider membership.



Wishing all members a successful year ahead and the future success of SPACES.

**Mark Dunne.**

#### **4.7 Scrutiny Director's Report**

Merger of SCALA and SCEME and setting up of the new society, SPACES went very smoothly, thanks to overwhelming support of the members for the formation of SPACES. SPACES is now registered at the Companies House. Articles of Association were drafted and approved by a very large majority of members at the Extraordinary General Meeting of 19<sup>th</sup> June 2015. We worked very closely with SPACES Manager and our lawyers in drafting the Articles of Association.

SPACES By-Laws have also been drafted and were approved unanimously the Board of Directors at their meeting on 4<sup>th</sup> September 2015. The By- Laws will be tabled at the AGM for ratification by the members. Code of Conduct and Conflicts of Interest issues are also covered in the By-Laws and Articles of Association.

It has been a busy year since formation of SPACES, but the new society now has a solid constitutional foundation. I would like to thank Fiona Fanning, SPACES Manager, for her help and support during this difficult period.

**Mukund Patel**

#### **5 Approval of the last year's Accounts and Financial Statement (SCALA)**

A copy of the SCALA accounts for 2014-15 were circulated prior to the meeting with Andrew Rowe's report given below.

The accounts for SCALA have now been completed by our accountants and they indicate a net profit of £5,521 on a turnover of £43,629. This compares to a net profit of £7,719 on a turnover of £58,926 in 2013/14.

The activities in 2014/15 resulted in:

- Study Day – net surplus of £15,963 compared to a surplus of £13,598 the previous year. There was more sponsorship in the previous year; although delegate numbers stayed roughly the same.
- The Civic Building of the Year Award – net loss of £266 compared to a surplus of £524 the previous year.
- The President's Dinner – net profit of £1,978 compared to a net profit of £2,018 the previous year, there were slightly fewer bookings this year.
- SCALAnews – net loss of £1,339 compared to a loss of £4,705 the previous year, this was due to only having three editions and for the first two editions of the year Lansdowne paying the printing costs of SCALAnews but we received no income from advertising.
- Subscription income reduced by a further £1,392 from £9,398 to £8,006 In part due to a very thorough cleaning up of accounts and deletion of outstanding invoices.

I would like to thank all those that have been involved with helping to manage the figures in this first year of my involvement and in particular to Steve George for leaving the accounts in such good shape and for Fiona for her guidance and help through-out the year.

I would like to recommend that the AGM approves the 2014/15 accounts.

Last year's SPACES accounts were approved. This was proposed by Dave Kimmins and seconded by Nigel Lawford.



## 6 Approval of Byelaws

The Byelaws as agreed by the SPACES Directors at the Interim Management Board on the 4<sup>th</sup> September were circulated prior to the meeting and were presented by Mukund Patel.

Roosje Barr brought forward the following resolution:

### Section 2 MEMBERSHIP

Retired and Honorary Members should not be disenfranchised by the Society. The following amendments to be made to maintain voting rights:

2.1 Remove the last sentence 'Retired members will not have voting rights' and add 'Retired members are entitled to a vote at the AGM, EGM or any other meeting of the Society'.

The amended paragraph will then read:

2.2 Retired Member: A previous member of SPACES or one its former constituent societies, who has retired and is no longer in professional employment. Retired members are entitled to a vote at the AGM, EGM or any other meeting of the Society.

2.2 Remove the last sentence 'Honorary members will not have voting rights' and add 'Honorary members are entitled to a vote at the AGM, EGM or any other meeting of the Society'.

The amended paragraph will then read:

2.3 Honorary Member: Board may offer Honorary Membership to any past president of SPACES, after they have retired from professional work. Existing Honorary members of former constituent societies of SPACES shall continue to be Honorary Members. Any other person may be appointed an Honorary Member following a resolution at the Board of Directors meeting or at the AGM. Honorary members are entitled to a vote at the AGM, EGM or any other meeting of the Society.

This was discussed at length regarding who the society was for.

There was a show of hands regarding the issue, with seven for keeping the Byelaws as they stood, and seven against. Mukund then stated that there had been twelve proxy votes for the Byelaws which meant the resolution was defeated.

There was then a question regarding joint presidency. Sarah Morris stated that the current joint presidency had worked, and with new societies joining she felt, and the Directors agreed that it should continue in the future if required.

The Byelaws were put to the vote there were nine plus twelve proxy votes (21) for ratifying the Byelaws and none against. Therefore the byelaws were ratified.

## 7 Investiture of Presidents

Sarah Morris would continue as President for another year and Martin Kent from CBSS would be co-opted to be joint Presidents and Rob Edwards would continue in his role as Senior Vice President).

Phil Zjalic would become immediate past President.

## 8 Election of Directors

The following directors were approved.

- Membership North – Leslie Morrison
- Membership South – Phil Zjalic





- Finance – Andrew Rowe
- Events – Greg Keeling
- Technical – Mark Dunne
- Scrutiny – Mukund Patel
- Marketing and Communications – Rob Edwards

## **9 Date of AGM 2016**

It was agreed that the next AGM would be Friday 7<sup>th</sup> October 2016.

## **10 Any other matters brought to the attention of the President**

Dave Kimmins raised the issue regarding CBOY and the Yearbook and which Director has ownership. Rob Edwards explained that CBOY and the new Building Awards would be managed by Greg Keeling as Director of Events and he would manage the Yearbook as director of Marketing and Communications. Jackie Lowe would be the day to day manager of the projects.

## **11 Close of Meeting**