



AGENDA

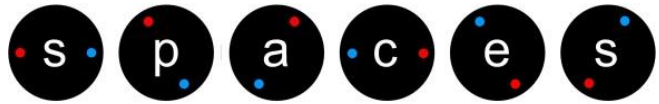
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1. Present and Apologies

1.1 Present

Alan Knibb, SPACES
 Andrew Cook, Innovare
 Andrew Rowe, Concertus
 Charles Tanswell, SPACES
 Danny Pollock, Hurley Palmer Flatt
 Fiona Fanning, SPACES
 Greg Keeling, Essex County Council
 Ian Harding, Mace group
 Jack Fairbrother, Essex County Council
 Jackie Lowe, Arcadis
 James Bourne, Atkins
 John Richardson, JRS Building Services

Les Hicks, Essex County Council
 Leslie Morrison, SPACES
 Mark Fisher, Mace group
 Mike Shaw, MACE
 Mukund Patel, SPACES
 Neil Pendrigh, Willmott Dixon
 Paul Inch, Innovare
 Paul Kenworthy Kier
 Paul Smith, Concertus
 Richard Daniels, ESFA
 Sarah Lamshead, Willmott Dixon
 Steve Rufus, Dorset County Council



1.2 Apologies

Craig Jennings, Place Partnership Limited
Deanne Jupp, MACE
Mark Dunne, Atkins
Neil Smith, Essex County Council
Nick Jakes, Warwickshire County Council

Phil Harris
Robert Mewes
Sarah Morris, Derbyshire County Council
Shaun Lunn, Faithful+Gould

2 Minutes of the last SPACES AGM

The minutes of the AGM held on 15th September 2017 were approved.

2.1 Matters arising

Fiona Fanning raised that following the closure of FPS in 2016 and copies of the reports not being received that three reports have been received and placed on the website. More were promised but these haven't been sent to Fiona.

3 Approval of the last year's Accounts and Financial Statement

The accounts for SPACES have now been completed by our accountants and they indicate an overall loss of £6,800 on a turnover of £49,000. This was as predicted and forecasted by the board when the budget was monitored during the year.

The activities in 2017/18 resulted in:

- Study Day – net surplus of £12,725 compared to a surplus of £16,948 the previous year. This was principally due to higher costs for the study day and fewer sponsors
- Building of the Year Award and Yearbook – net loss of £4,412 compared to a loss of £2,462 the previous year, due to a different publishing arrangement for the yearbook, rising costs for publication and printing and less sponsorship
- The President's Dinner – net loss of £1,443 compared to a surplus of £671 the previous year
- Subscriptions – decreased this year to £5,668 from £6,872 the previous year

I would like to thank all those that have been involved with helping to manage the figures and events but special thanks for Fiona for her guidance and help through-out the year.

Greg Keeling proposed that the accounts were accepted and seconded by Alan Knibb.

Andrew Rowe, Finance Director

4 Reports

4.1 Presidents' Report

Mike opened his speech with thanks to Leslie, Mukund and Martin who are stepping down from being directors.

He has enjoyed his year of being President, with highlights being the President's Dinner and Awards, and the Study Day (Awesome!).



4.2 Finance Director's Report

The finances this year have broadly been break-even, but this outcome continues to rely heavily on a profitable and successful Study Day supported by company sponsorship. Sponsorship continues to be hard to secure and significant member time and support is required to gain this sponsorship, which relies heavily on a few dedicated members and if events do not secure this sponsorship it is a big financial risk to the society.

The board however, believe sponsorship by private companies remains the only viable way of funding the society and so we are continuing to look at sponsorship of all events and this year we have agreed to introduce free membership to local authority members from April. We believe this will encourage more local authority members to join and attend events which in turn will help to gain private sector sponsors at events because of the greater exposure and reach they will gain.

However, whilst we currently retain a healthy cash reserve with the lack of attendance from the membership at events and the lack of support to help organise events this reserve will soon be depleted and if an event is not profitable this will significantly impact our reserve account very quickly.

Andrew Rowe, Finance Director

4.3 Scrutiny Director's Report

Nothing to report.

4.4 Membership Directors' Report

4.4.1 The North

During the year there have been a few meetings in the Scotland East Group as members meet and network with each other on a number of local issues. There was good representation at two events where last year's CBOY awards were handed over in West Lothian and Fife Councils respectively.

There has not been any update from the north east Hub or any news from the West Hub in Scotland.

I shall be standing down as membership director at the AGM and wish to take this opportunity to thank all my colleagues and friends in SPACES and SCALA before that, along with Fiona Fanning, the SPACES Manager, who has worked tirelessly for both organisations, for all their support to me during my membership. I have enjoyed my time over many years and it has been a real privilege to be part of a very professional group of people working in the public sector which has seen and will continue to see many changes and challenges ahead.

I wish you all continued success for the future.

Leslie Morrison, Membership Director

4.4.2 The Southwest

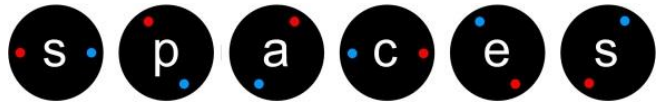
The Beast from the East did not stop a group getting together in Swindon on the 27th February for a meeting at STEAM the Museum of the Great Western Railway.

STEAM is housed in a beautifully restored Grade II listed railway building in the heart of the former Swindon railway works. The Grade II listed structure is a complex piece of industrial archaeology. It consists of a number of buildings built over a long period. The earliest structure is the 1846 machine and fitting shop – part of Brunel's original works complex.

There were approx. 15 attendees who enjoyed a tour of the buildings and networking opportunities.

Fiona Fanning

4.5 Events Director's Report



4.6 Technical Director's Report

4.6.1 Engineering

Technical Meetings

There have been two engineering technical meetings this year both of which were held in London and we were joined by colleagues from the CIBSE Home Counties Groups. The first one was held on 5th December 2017 in London with approx. 20 attendees. There were two presentations:

- Energy Management Systems Assessments by Professor Andrew Geens, Head of CIBSE Certification, CIBSE Certification Ltd, and
- The calibration of environmental design and MEP services (update) by Richard Daniels, Environmental Engineer, Education and Skills Funding Agency

Followed by networking.

The second one was held on 17th April 2018 with approx. 30 attendees. The day consisted of presentations and discussions around Modular Buildings, led by me, with input from Paul Inch, Innovare and Stuart Ince, Expended Ltd.

My thanks go to all those that presented.

James Bourne, Head of Profession, Engineering

The UK Wiring Regulations Committee (JPEL/64)

JPEL/64 is the joint IET/BSI committee that is responsible for the wiring regulations in the UK and it has four sub-committees, where most of the main work is done. They are:

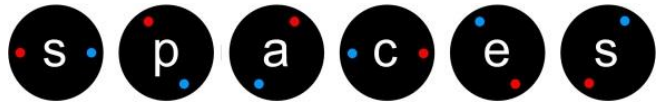
- Verification (*Test & Inspection etc*)
- Thermal Effects (*cables etc*)
- Shock Protection (*includes Earthing*)
- External Influences (*generally Special Location*)

SPACES is represented on the main committee by Charles Tanswell and on sub-committees B and C by Craig Jennings and Andrew Rowe respectively. However, as of today's date, due to pressure of work Andrew has stood down and Charles has taken over as our representative on sub-committee C. Paul Smith has volunteered to represent us on sub-committee D and his application is currently being considered. If any SPACES member would like to volunteer for the remaining sub-committee (A) please let Charles know.

As members will know, the 18th Edition of the Regulations has now been published and it comes into full effect on 1 January 2019. Work on the 1st Amendment to the 18th Edition has already commenced, ready for publication in 3 years time!

Electrotechnical Assessment Specification (EAS) Management Committee

Partly in response to political pressure from the Ministry of Housing, Communities & Local Government (MHCLG) Select Committee to incorporate some form of parallel to the competent person role in the gas industry, work on reviewing the Specification is underway. Five yearly electrical inspections in the private rented sector and the Grenfell Tower fire have added pressure to this. The challenge from our point of view is not to allow the introduction of registered individual competent persons to undermine the existing competent organisations (NICEIC, ECA etc) that already exist within our industry.



Members Technical Enquiries

Members Technical Enquiries in the last 12 months have included LED specifications and School heating systems. Enquiries from members are always welcome.

Charles Tanswell

5 Future of SPACES

Prior to the AGM, a paper was circulated outlining the possible options for the future of SPACES (see [appendix](#)).

Mike led a discussion about the Future of SPACES. Attendees at the AGM, and feedback prior to the AGM felt that SPACES should continue in its current form. All there were keen to be involved. It was agreed that an email would be sent, initially to attendees but subsequently to all members, requesting assistance with visits for the awards and contacts for the Study Day (Theme Education, Location De Mountfort University, Date June 2019).

The board will reconvene and investigate ways of getting new blood into the society and how to make the best use of technology.

6 Election of Directors

Following the circulation of the papers for the AGM, both Mike Shaw and Martin Kent had to step down from their roles.

Mike Shaw, President, stepped down from his role as President but agreed to stay on the board as Immediate Past President.

Andrew Rowe as Vice President has become President of SPACES (and in the short term will carry on with his role as Finance Director) and has asked that Jackie Lowe to become Vice President who will also continue with the role of Scrutiny Director

Paul Inch, Innovare has been co-opted for the role of Marketing until the next AGM.

This was all agreed to by all at the AGM and our thanks go to all of the above.

As clarification Greg Keeling will remain as Events Director and Mark Dunne will remain as Technical Director. James Bourne, Shaun Lunn and Deanne Jupp will carry on with their roles of Head of Profession of Engineering, Surveying and Project Management respectively. Nick Jakes and Helen Newman will carry on with their roles of Hub Coordinators Midlands and the Southwest respectively.

There are still the following positions available to be co-opted onto the board:

- Membership Director – North
- Membership Director – South

MINUTES

AGM

Date: Friday 14th September 2018

Venue: [Atkins Offices, Euston Tower, 286 Euston Road, London, NW1 3AT](#)



- Head of Profession – Architecture
- Head of Profession – Construction
- Hub Coordinator – East
- Hub Coordinator – London and South East
- Hub Coordinator North East
- Hub Coordinator – North West
- Hub Coordinator - Scotland

7 Any other matters brought to the attention of the President

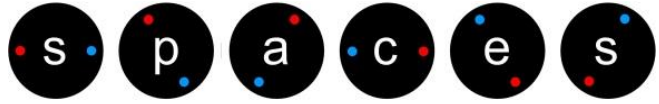
Nothing has been raised.

8 Date of AGM 2019

TBC.

9 Close of Meeting

Andrew Rowe closed the meeting.



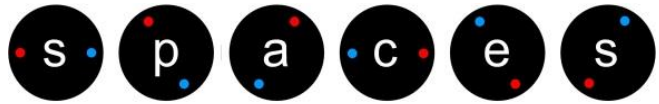
APPENDIX – Future of SPACES

SPACES is now in its third year. The Board have reflected that there have been some notable successes over the last three years:

- The Yearbook has been updated to reflect the new Society and the circulation has been enhanced to ensure that key contacts across the Public Sector receive a printed copy.
- SPACES now produce the Yearbook electronically. This significantly eases the distribution of the publication and is a major way for us all to collectively share the good news around what we do and what we stand for.
- The Civic Building of the Year (CBOY) Awards have remained a key strength and combined with the Annual Presidents Dinner remain a core attribute and credit to the Society. With the introduction of the Young Visionary Award, which proved hugely popular last year, and the introduction of an external Expert Panel, the Awards are gathering kudos and an enhanced profile.
- The Annual Study Days held in Winchester (2016) and Manchester University (2017 and 2018) have received excellent feedback and have been well attended. Much of the feedback has been around the unique character and quality of the event.
- An electronic monthly newsletter is distributed to keep members updated on events and society business.
- An improved website has been developed with online payments and booking for events
- SPACES has received recognition in the industry that a multidiscipline society that focuses on outcomes, and not professions, provides a unique insight and valuable contribution to better (public sector) building delivery and maintenance.
- SPACES members sit on the IET Wiring Regulations panel, the CIBSE main Technical committee, ESFA stakeholders group for the CDC survey programme, BB100 working group and the ESFA Mathematical Condition Degradation Model Group. We are influencing our industry.

The Board have also reflected on the challenges that remain. Most notably:

- Much of the work of the Society is delivered by a small number of Members and its manager. This puts an unsustainable pressure on those actively involved. Example challenges include unallocated Board places (which are required to be filled at the AGM in September this year), lack of regional hub coordinators, Head of Profession for Contracting, Head of Publicity and Marketing and general volunteers to help with events and activities, and to support the society business and the SPACES manager.
- Retaining and growing involvement from Local Authorities is increasingly more difficult as more and more of the delivery function is outsourced to the Private Sector. Keeping a strong Local Authority active Membership is critical to SPACES (for private sector sponsorship to continue, local authority members are needed at hub meetings, supporting local and national events and be active in the society). We are investigating free membership for Local Authority and the Public Sector.
- Sponsorship and marketing is a key activity for SPACES, we are struggling to find the right Membership support to move this forward. We have lost a key sponsor this year and sponsorship is critical to SPACES moving forward. This is a critical role than needs filling.



- Regional activity in the Central and the Eastern regions remains strong, but with the changes in Local Government and current lack of active Member engagement it is proving challenging to re-establish activity in other regions.
- Investment is required to enhance the website to add further functionality and self-service features which have been planned but require significant funding.

The Board wish to seek the views of the Members on three possible routes we might take going forward and encourage all those with an interest to express their views by email to the SPACES Manager prior to the AGM on 14th September, in London.

Possible Options Going Forward

1. Status Quo

Option one would be to propose to continue as we are, but for the reasons set out above the Board currently believe this is not a sustainable position. For this to work we would need to see more Members stepping forward to fill vacant positions and to actively take key agenda items forward. We would very much see further Local Authority engagement as key to this option succeeding.

2. Reduce the Core Activities that demand the Commitment of Active Members

The Board recognise this would require a radical reduction to the activities which are the most successful aspects of the Society. This would mean ending the Yearbook and Awards, or the Study Day, or the Presidents Dinner or curtailing a combination of these activities. The Society would then move forward focusing attention on the regional activity, in those regions that remain successful.

3. Winding-Up of the Society

The third option if we don't get any volunteers to share the workload would be to consider the option to wind-up the Society. We would need to explore how this could best be achieved and hopefully offer support to the regional activity where that remains successful.

Option 3 is obviously the least desirable. Option 2 would see the loss of the industry voice as the society would be less significant. Option 1 would be the preferred option but is only possible if the members can provide more support to the Societies activities. The board have reviewed other options and we would be pleased to consider other options from members.

Your feedback is required

Please submit your feedback on the options set out in this paper to Fiona at manager@thespaces.org.uk ahead of the AGM on 14th September 2018.

If you would like to be more involved or would simply like an informal chat to find out more then please ring one of the board members. We understand that everyone is busy but the reality is we cannot continue to operate with so few people. Some of the help needed is just a few hours a year.

By being more involved with SPACES you will get opportunities to widen your knowledge and experience (not just in your own field), increase the size and quality of your network and have a greater understanding of our industry, also looks good on your CV!