

AGM MINUTES

Time: 12:30 to 1:30pm

Date: Thursday 7th October 2021

Venue: Online via Microsoft Teams



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1 Present and Apologies **Fiona Fanning**

1.1 Present

Alex Gee, Zero Carbon Advisor, Andrew Rowe, Finance Director & Immediate Past President, Barrie Pitt, Fiona Fanning, SPACES Manager, Jackie Lowe, President, Jenny Okoye, Neil Smith, Richard Hopton, Awards Chair and Steve Rufus, Vice President and HoP Engineering

1.2 Apologies

Alan Knibb, Charles Tanswell, Claire Doble, Greg Keeling, Events Advisor, Helen Newman, HoP Architecture, James Bourne, John Richardson, Mark Appleyard HoP Construction, Mark Dunne, Scrutiny Director, Naomi Chetter, Philip Jordan., Richard Daniels, Technical Advisor, Robert Mewes and Roosje Barr

2 Minutes of the last SPACES AGM

Jackie Lowe

The [minutes](#) from the 2020 AGM were agreed by all present.

3 Approval of last year's Accounts and Financial Statement

Andrew Rowe

A copy of the 2020-21 Accounts can be downloaded from our [website](#).

The year end accounts for SPACES have now been completed by our accountants and they indicate an overall loss of £10,366 on a turnover of £7,000 (compared to £56,036 the previous year). This was as predicted and forecasted by the board and was result of the pandemic that affected all activities and events.

The cancellation of most of the activities in 2020/21 resulted in a loss of all sponsorship during the year and income from events.

The year was very tough in trying to minimise the losses, but a special thanks for Fiona for her guidance and help through-out the year in helping to manage the finances.

All present approved the 2020/21 accounts.

4 Reports

4.1 President's Report

Jackie Lowe

Well I think I can say that my first year as president has been very different to all those experienced in the past! There have been some real challenges around maintaining our networking profile and service to members from a virtual platform as well as thinking outside of the box to ensure events

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such as the study day and awards can still happen. Planning ahead has been challenging however I'm hopeful that we're moving into more of a stable period both for the society, business in general and personal lives.

At the beginning of 2021 I declared the society would spend the year focussing on Net Zero Carbon and the Climate Emergency, supporting our members by covering various aspects and challenges on the topic to assist in project delivery. It's clearly important as nearly 75% of District, County, Unitary & Metropolitan Councils plus eight Combined Authorities/City Regions have declared a Climate Emergency to date. So all those working within and for the public sector are seriously considering how their organisation can reduce its impact on the environment whilst working within restrictive financial times.

Our roundtable discussion held in April and led by Alex Gee introduced and focussed on that point by bringing in 4 industry experts to discuss the challenges and how they are tackling them. Links to the discussion are available on our YouTube channel and have been viewed over 100 times. Thank you Alex for leading on this and generating such a thoughtful session.

The virtual conference further supported that theme with 18 webinars being held over a two week period. Again all of these were recorded and are accessible for viewing by our members. We were pleased so many of our supporters and sponsors planned for the 2020 Study were able to reschedule and be part of our virtual conference this year, and with over 660 views of the material and 220 people registered for the event it's proved really successful. Thanks go to our sponsors Wilmott Dixon, Faithful & Gould, IES, NPS Group and Atkins for their continued support of the event but particular thanks has to go to Greg Keeling and Fiona Fanning for pulling together such a fantastic fortnight of material. I know there were a lot of long days and late nights to ensure the success of the conference. We're currently looking at how next year will work so if members have any feedback please get in touch – do we go virtual, in person, or hybrid?!

I've been particularly pleased that we've been able to resume our awards programme this year. As you know it holds a significant place in my heart and really want to ensure we can continue to celebrate the work that goes into delivering fantastic public sector funded projects. With two years' worth of submissions to review, shortlist and visit it has been a busy time but the judging panel are close to making their final decisions ready for the SPACES awards event on the 10th Nov. The event itself is slightly different this year given the uncertainty of COVID when venue bookings needed to take place but we hope as many of you can attend either in person or virtually, see our [website](#) for more details. The yearbook has gone virtual this year for both practical and sustainable reasons and we'll be releasing the link to that after the awards event. Watch this space in December when we'll be opening submissions up for next year! Thanks go to Richard Hopton for stepping in as Awards chair this year and also to James Bourne for chairing for the past 3 years, we really appreciate your help.

I'd like to take a moment to thank Paul Inch for his time and input on the SPACES board for the past few years and highlight that we are looking for a new marketing advisor for the society so please get in touch if you are interested or know someone who we can approach. It's a valuable role to ensure our society remains a focus of supporting public sector work and projects. We are always looking for volunteers who would like to get more involved in the society and bring new ideas to the table and get involved in leading initiatives so please feel free to reach out to Fiona and myself to highlight your views. This society relies on the input from our members and the level of interaction needs to increase to keep things moving in the right direction.

Looking forward to the next year I hope to be able to meet more members and supporting societies in person as technical meetings and events being to run in person again. We want to run more webinars so welcome suggestions from members on topics or offers to lead any of these sessions. And I'd like to

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take this opportunity to thank Steve Rufus and the board for their continued support but a special mention again goes to Fiona for organising me and ensuring I'm focussing on the right things at the right time. Wishing you all a healthy and prosperous 2021-22.

4.2 Vice President's Report Steve Rufus

I think you will agree this has been another strange year. The format of meeting through a screen has become the norm. It does have some advantages and I can see it will be used more and more as a new way of working evolves. I am still looking forward to the time when we will be able to have more face to face meetings.

I am pleased to see we have been able to provide a wide variety of webinars that cover all professional disciplines involved in SPACES, including school design post Covid, school furniture design, good estate management and closing the energy performance gap. To have this degree of diversity in one organisation is a real benefit to the membership which hopefully we will continue to provide.

I look forward to supporting Jackie and the Board over the coming year. I am sure we will still have challenges to overcome, but hopefully not to the same degree as the last year.

4.3 Finance Director's Report

Andrew Rowe

The finances this year are in a much better place and with the events completed so far (Virtual Conference) and planned (Virtual Yearbook and Awards) we are predicting a small profit of around £1,000.

The 2021 virtual conference was a great success and financially was well supported by sponsors which has helped contribute to the running of the society.

Sponsorship however 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. The introduction of free local authority membership has been very positive, and we believe is attracting more members which in turn is attracting more sponsors because of the greater exposure and reach they will gain.

4.4 Scrutiny Director's Report

Mark Dunne

Nothing to report.

4.5 Membership Report

Fiona Fanning

As of 31st August 2021, we have 359 members from 109 companies/organisations. This is an increase of 80% on last year. A total of 206 members are from the Public Sector (.gov.uk email address), an increase of 94% from over 70 public sector organisations. There was a considerable increase in membership prior to the Virtual Conference. If you work in a local authority or government organisation, please encourage your colleagues to join – it is free and there is no limits on number of members.

The following figure show the increase in membership.

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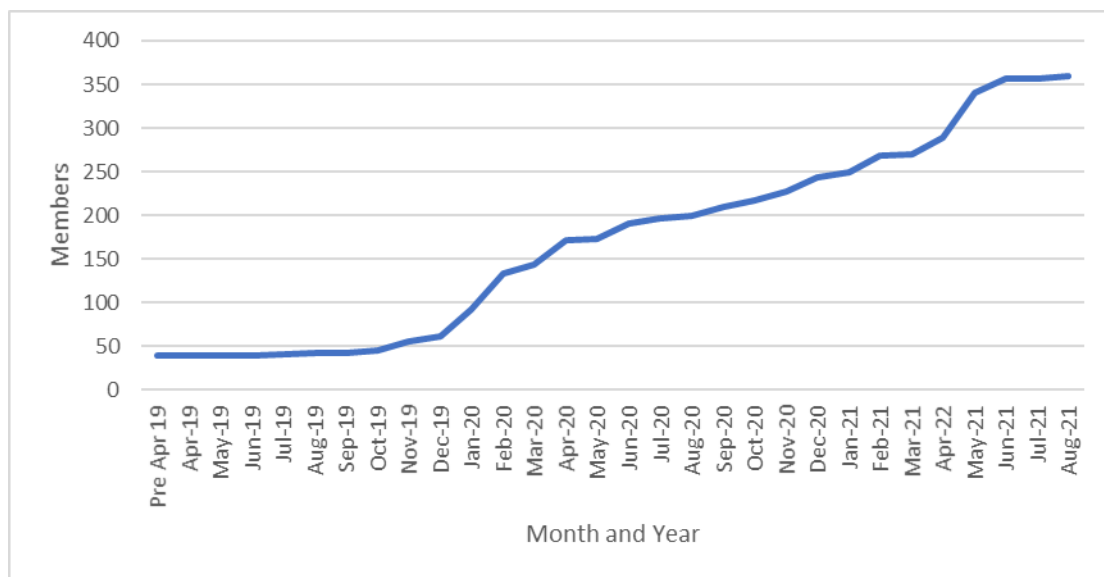


Figure 1: Increase in membership

The next figure shows how SPACES membership is broken down by profession and region.

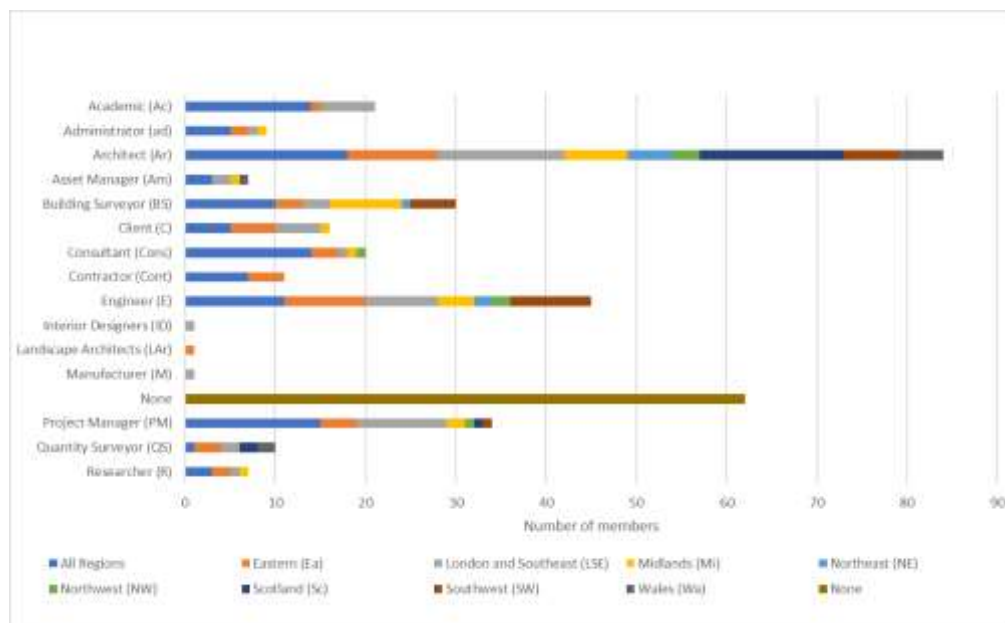


Figure 2: Members by discipline and region

4.6 Events/Activities Reports

4.6.1 Study Day

Greg Keeling

Due to Covid-19, this year SPACES held its first ever two week online conference which was kindly sponsored by five organisations: Atkins, Faithful and Gould, IES, NPS Group, Willmott Dixon. And for the first time, our virtual attendance was free to all public sector employees (with a gov.uk email address) and any SPACES members. So a huge thank you to those five organisations for their financial support as well as providing high quality presenters.

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Our Speakers: We had an amazing list of expert speakers from across our industry including two keynotes for the first time. To open the conference we had Dr Shaun Fitzgerald, a specialist in ventilation and climate change from the University of Cambridge and then to open week two, Prof Alan Jones, RIBA President (University of Belfast).

Our delegates: During that two week period, we had 221 people registering for the Virtual Conference from 81 organisations (with over 120 people from Local or Central Government) with at least 154 attending at least one webinar. And over the course of the 18 webinars, we had 762 people registered with approx. 516 attending (this does not include those presenting and facilitating), a percentage rate of approximately 68%.

Quality: At the end of each webinar the following question was asked: Please could you take a few seconds and answer the feedback question on the screen 'On a scale of 1 (poor) to 5 (excellent) how would you rate this webinar?'. The overall average score was 4.5, with the lowest being 4 and the highest being 4.9.

Promoting our conference: Nearly three quarters of people shared information about the conference, using email to colleagues, LinkedIn and Twitter. Those that didn't share gave the reasons that it didn't occur to them to share or their organisation would only allow one person to attend. Again nearly three quarters of people were aware that videos of the webinars were available. All those that responded would with consider using recorded webinars to support internal training/discussions. The overall rating of the conference on a scale of 1 (poor) to 5 (excellent) was 4.3.

Topics for next year: On topics for next year 2022, key themes include sustainability, carbon reduction, life cycle costing, digital and education. With regards to NZC, there may be a greater emphasis on how we can deliver successful outcomes. The reality of moving to low carbon is complex and difficult and there is no simple fix as new solutions often come with their own challenges.

Virtual or in person conference: Like so many societies and institutions, who have delivered virtual conferences, the challenging question now is how best to move forward. Are virtual conferences the way forward by avoiding travelling, lessening the impact on work and minimising costs? Or do people prefer meeting 'face to face' and just being away from the office for a day and focussing on issues? Or is there a blend of the two which maintains the quality but is achievable with the limited resources available to SPACES? This was discussed at same length at the board recently and a survey of members will be undertaken in the near future.

Lastly, a thank you to all those members who supported the conference and especially our manager, Fiona, who behind the scenes worked tirelessly to prepare for the event over many months, and then solidly over the two weeks of the actual conference. I should also mention we had excellent service from Andrew Carter from Be Ambitious who provided us with technical advice and support on virtual platforms, and without his guidance, we would not have moved so successfully to a virtual event. And another big thank you to Alex Gee, who expertly produced our first ever podcasts as prelude to the conference. All five podcasts are available on the SPACES YouTube channel for viewing along with all 18 of the conference webinars. To find links to the videos from the study day log into the [SPACES Website](#) and go to the information suite, you can find copies of the slides [here](#).

So, to conclude, all that hard work paid off and SPACES delivered its first ever virtual conference.

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4.6.2 Awards and Yearbook

Richard Hopton

Due to the number of submissions over the last two years and to the ongoing effects of the Pandemic, we had to make difficult decisions on how we could run the awards. The judging panel decided to combine all the applications and judged both years' together on their merit.

[Twenty three projects were shortlisted](#) in March, and once lockdown restrictions eased, judges have been visiting. The CBOY and Category Awards winners has now been decided. My thanks go to all those that have been involved in the visits.

This year we have three sponsors for the awards:

- Bauder Roofing – Education Category
- Faithful+Gould – Community Category, and
- Symetri – Innovation Category.

Again due to the ongoing effects of the Pandemic, we had to make difficult decisions on how we could run the awards. This year we will be running a lunchtime event to present the awards, with the option to view the award presentation online. This will be held on Wednesday 10th November at the Counting House, London (see our [website](#) for more information).

[Over 80 for projects](#) which have received an element of public funding will be in our yearbook. Due to the increasing costs of postage, the increase hybrid working, working at home and paperless offices, and to reduce its carbon footprint, the yearbook will be virtual this year. As well as members it will still be circulated to every Local Authority and Local Education Authority as well as other public sector organisations. The book will be launched at the Awards Ceremony in November. My thanks go to Beth Dunne in assisting Fiona with the yearbook and Richard Daniels for his proof reading.

4.6.3 Zero Carbon

Alex Gee

The low carbon workstream kicked off with a series of short podcasts followed by a round table discussion focussing largely on the behaviours and economics of transition and acceptable levels of ratios to green by 2030. With voices from the Cambridge Centre for Climate Repair, The National Trust, Cambridgeshire County Council and The Norse Group, consensus was swiftly reached that the will to achieve Net Zero is critical as it will elicit the economics that will finance change.

You can view the [Roundtable Discussion Video](#), as well as the podcasts

- [Podcast – Marina Robertson, NPS Group](#)
- [Podcast – Patrick Begg, National Trust](#)
- [Podcast – Dr Shaun Fitzgerald, Centre for Climate Repair, at Cambridge University](#)
- [Podcast – Sheryl French, Cambridgeshire County Council](#)

These discussions were subsequently followed by during the Study Week with a successful series of keynote webinars covering a wide range of topics focussed on Net Carbon Zero.

4.6.4 Webinars

Fiona Fanning

This year we have held five webinars on a variety of topics.

- 9th October 2020 - School Furniture Design, James Clarke, Learniture
- 4th December 2020 - Good Estate Management (GEMS), Simon Lindsay, DfE

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- 8th December 2020 - Latest Developments with the Building Safety Building (with CIBSE HCNE), Hywel Davies, CIBSE
- 11th December 2020 - Avoiding Failures in Educational Buildings (sponsored by James Hardie Building Products), Luke Wilson, James Hardie Building Products
- 5th March 2021 - Condition Data Collection Programme, Vince Jubb, DfE

Copies of the videos can be found by logging into the [SPACES Website](#) and going to the information suite.

4.6.5 Electrical Committees

Charles Tanswell

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. SPACES is represented on the main committee by Charles Tanswell. JPEL/64 has four sub-committees, where much of the detail work is done. The sub-committees and our representatives are:

- A - Verification (Test & Inspection etc) - Keith Scott
- B - Thermal Effects (cables etc) - Mark Dunne
- C - Shock Protection (includes Earthing) - Charles Tanswell
- D - External Influences (generally Special Location) - Vacant

As members will know, the 18th Edition of the Regulations was published in 2018 and came into full effect at the beginning of 2019. Since then a limited amendment (AM1) related to Electric Vehicle charging was published on 1 February 2020 and work on the next substantive amendment (AM2) has been underway since then. The draft for public comment (DPC) was issued last September and then reviews of the vast number of comments took place during early part of this year. AM2 is on track to be published in March 2022. During this year most of the sub-committee time has been taken up with reviewing international documents.

Regarding AM2, some of the proposals involve unresolved matters left over from the 18th edition process plus a fairly substantial amount of new/updated work. Unfortunately, the committee have put an embargo on any announcements about the content of the final document, so all I can say without getting my knuckles rapped, is that there will be some changes/requirements regarding:

- Arc Fault Detection devices (AFDDs).
- Fire precautions in escape routes.
- Surge Protection Devices (SPDs).
- RCD protection for socket outlets.
- Prosumer's low voltage electrical installations.

This list is not exhaustive and there many other more minor changes. Sadly foundation earthing did not get past the DPC review stage.

Electrotechnical Assessment Specification (EAS) Management Committee

By way of background, the EAS is a specification administered by the IET for use by Certification and Registration Bodies undertaking the Assessment of Electrical Contractors (Enterprises) carrying out Electrotechnical work. It has been drawn up by bodies (including SPACES) representing the electrotechnical industry and consumer safety interests in order to enhance the standard of safety of

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Electrotechnical work. It sets out the minimum requirements to be met by an Enterprise in order to be recognised by a Certification or Registration Body as technically competent to undertake the design, construction, maintenance, verification and/or inspection and testing of one or more of the work categories listed in the specification.

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, plus five yearly electrical inspections in the private rented sector and the Grenfell Tower fire, the committee considering revisions to the current specification. The challenge from SPACES's 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. Work on reviewing/revising the Specification took place throughout 2019 and the early part of 2020 with a final version published on 1 September 2020. Since then the committee has been developing terms and conditions associated with the risk assessment of contractors.

4.6.6 Technical Enquiries

Fiona Fanning

We now have a LinkedIn group for our members to post questions. This is for members only. You can access via this [link](#).

The rules for the group are:

1. Do not post anything that you wouldn't want your Chief Exec or your Mother/Children to see.
2. Respect other members of the Group
3. What happens in the Group chats stays in the group
4. This group is for those signed up for SPACES membership only as per our records
5. The group and the posts are moderated by SPACES, we reserve the right to remove anything that goes against our [By-Laws](#).

We are still distributing enquiries via email to members (who have opted in to receive our communications) but this is time consuming and does not aid discussion.

4.7 Technical Advisor's report

Richard Daniels

Over the last year, interest in heat pumps continues as they are being applied in public buildings. The Engineering technical group are trying to arrange a webinar on this topic for all members with a follow up discussion during one of their technical meetings.

I have been attending the CIBSE Technology Committee and fed back items of interest.

This year will see the first winter following the pandemic when students are in schools and colleges. This will bring challenges.

CO2 sensors are being rolled out to schools as a way for teachers to monitor the amount of fresh air in classrooms.

A webinar will be organised for members to raise awareness of the importance of rigorous specification and commissioning of BMS systems.

Zero carbon solutions remain a major priority for members and I thank Alex Gee for his assistance.

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Care will be needed on controls, zoning, hydraulics, pipework and jointing methods and water treatment to ensure heating systems with low temperatures and higher Delta-Ts are effective in operation.

Energy monitoring is more important than ever to ensure the systems used are energy efficient in operation.

4.7.1 Architecture

Helen Newman

Nothing reported.

4.7.2 Engineering

Steve Rufus

With the ongoing uncertainty that Covid presented during the year we have kept the Engineering Technical Meetings in the virtual format, which we held in November last year and March and June this year. These are open discussions covering topics suggested by the members and is a forum to share experiences and knowledge within the membership and to help understand the up and coming issues that may be impacting the construction industry. You can download copies of the minutes by logging into your account on the [website](#) and going to the information suite.

We are holding a joint technical meeting with CIBSE HCNEC on Tuesday 7th December which hopefully will actually be in person. Dr Hywel Davis, Technical Manager at CIBSE will be giving an update on current “hot topics” including the new Building Safety Bill. For more information, please see our [website](#).

4.7.3 Surveying

Shaun Lunn

The Building Surveying discipline is still important within the Public Sector Community and growing in importance particularly with the drive for:

- Strategic Asset management - using assets smarter and disposal / repurposing to meet Service User needs and raise Capital Receipts
- Better buildings - ensure assets are maintained and meet compliance requirements with better budgetary control including forward planning over 5-10 years
- Climate Emergency - ensure the built environment helps Authorities meet they Climate Targets including Net Zero and Decarbonisation including routes to generate funding and efficient methods of delivery.
- Modern methods of Construction - meeting objectives set out in numerous government reports including Procuring for Value
- High Rise Buildings - issues with cladding and fire
- Digital - embracing the shift to embrace technology with smarter Information Management Systems, CAFM / CMMS systems and Digital Twins
- Social Value - optimising the value and impact in our communities and meeting recent legislative requirements.

We have supported a number of SPACES webinars such as the DfE CDC programme and will continue to do so. Some of the items above may form the basis of future SPACES webinars.

Regional BS Groups have not restarted due to C19 restrictions and i hope to get this moving again in future targeting Midlands and SW as possible incubators to restart these meetings in due course.

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4.7.4 Construction

Mark Appleyard

Nothing reported

4.8 Marketing and Communication Advisor's report

Paul Inch

Nothing reported.

4.8.1 Website

Fiona Fanning

The website contains the following information:

- About us, including background, our objectives, governance, member organisations and history
- News
- Join us – information and registration process for joining SPACES
- Events – information on our events, including a calendar view of our webinars.
- Information Suite – presentations, useful Information, and links to videos of our webinars (to access some of these you must be logged on)
- Links and Partners

4.8.2 E-newsletter

Fiona Fanning

The E-newsletter is distributed monthly to all members and others that have signed up to receive our communications. It contains information on:

- Events and Activities
- Technical Enquiries
- Useful Information (typically is shared on LinkedIn and summarised in the e-newsletter)

NB If you do not receive our e-newsletters and information on events, please log into your account and check your marketing settings. You should check the box 'Opt in to receive our newsletters'. NB We will not share your details with any third parties. This opt in is purely to receive our newsletters and invites to events. You will be able to unsubscribe at any time.

Non members can subscribe to our e-newsletter [here](#).

4.8.3 Social Media

Fiona Fanning

Apart from its Website and E-newsletters, SPACES uses [LinkedIn](#) and [Twitter](#) to communicate with its members. Both are used to share information on what is happening in industry and also information about our events. We have found that LinkedIn is the preferred method. Information that is shared by this method is summarised in the monthly E-newsletter.

Our followers on LinkedIn have increased by nearly 68% in the last year (August 2020).

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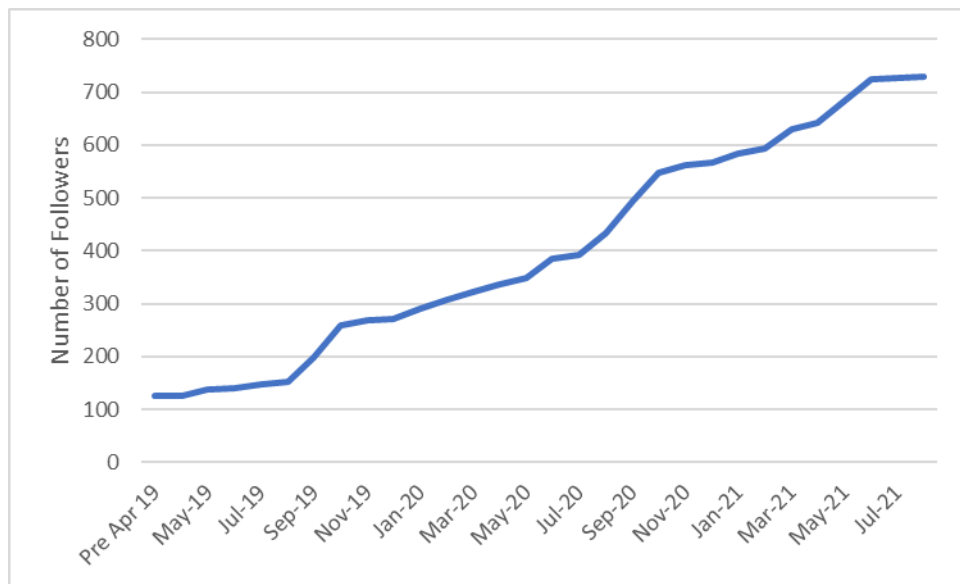


Figure 3: LinkedIn Followers

5 Election of Directors

Mark Dunne/Fiona Fanning

5.1 Director of Scrutiny

Mark Dunne was approved to be Scrutiny Director by all present.

6 Approval of Advisors

Mark Dunne/Fiona Fanning

6.1 Membership – North

Position Vacant.

6.2 Membership – South

Position Vacant.

6.3 Head of Profession – Engineering

Steve Rufus is now Vice President and will continue in the role for the short term but we would like another person to take on this role.

6.4 Head of Profession – Project Management

Position Vacant.

6.5 Head of Profession – Surveying

Shaun Lunn was approved to continue in his role as HoP Surveying by all present.

6.6 Advisor: Technical

Richard Daniels was approved to continue in his role as Technical Advisor by all present.

6.7 Advisor: Events Coordinator – Study Day

Greg Keeling was approved to continue in his role as Events Coordinator the Study Day.

6.8 Advisor: Events Coordinator – Yearbook and Awards

Richard Hopton was approved to continue in his role as Events Coordinator for the Yearbook and Awards.

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6.9 Advisor: Zero Carbon Co-ordinator

Alex Gee was approved to continue in his role as Zero Carbon Co-ordinator.

6.10 Advisor: Marketing and Communication

Position Vacant.

7 Any other matters brought to the attention of the President

Jackie Lowe

There were no other matters brought to the attention of the President.

8 Date of AGM 2022

Fiona Fanning

Thursday 6th October 2022

9 Close of Meeting

Jackie Lowe