

AGM PAPERS

Time: 1:00 to 2:00pm

Date: Thursday 20th October 2022

Venue: Online via Microsoft Teams (registration details will be sent Wednesday 19th October 2022)



To attend this meeting and to receive the meeting invite or to send your apologies, please go to our [website](https://www.thespaces.org.uk).

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1 Present and Apologies (Fiona Fanning)

1.1 Present

Alex Gee
Andrew Rowe
Fiona Fanning
Jackie Lowe

John Thornberry
Mark Dunne
Mark Tomlinson
Nicola Lorenzo Prandini

Richard Daniels
Steve Rufus

1.2 Apologies

Alan Knibb
Barrie Pitt
Charles Tanswell
Greg Keeling

John Richardson
Keith Scott
Mark Appleyard
Mark Jacob

Marc Routledge
Philip Jordan
Richard Hopton
Shaun Lunn

2 Approval of the minutes of the last SPACES AGM (Jackie Lowe)

The Minutes of the last AGM held on can be downloaded [here](#).

3 Approval of last year's Accounts and Financial Statement (Andrew Rowe)

You can download a copy of the 2021-22 accounts [here](#).

The accounts for SPACES have now been completed by our accountants and they indicate an overall profit of £4,450 on a turnover of £36,676. This was as predicted and forecasted by the board and returns to a stable position post COVID.

The activities in 2020/21 resulted in:

Study Day – net surplus of £8,739 which was lower than in some years but the Study Day moved on-line during the pandemic and resulted in less sponsorship and a different style of event.

Building of the Year Award and Yearbook – net profit of £6,678 which was significantly more than in previous years and was a result of the yearbook going digital and therefore less costs

The President's Dinner – didn't run due to the pandemic

Subscriptions – increased this year to £11,821 up from £6,680 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.

The 2021-22 accounts were approved by all present.

4 Reports

4.1 Presidents' Report (Jackie Lowe)

The good news is my second year of presidency has been a little less virtual than the first! We've continued to embrace the 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 such as the study day and awards can still happen in person. Planning ahead has been challenging, more because of strikes than COVID.

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The society has continued to focus 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 Study Day in Leicester was a great success, despite train strikes, and we've received really positive feedback from those who joined in person, virtually during the day and afterwards via our webinars and YouTube channel. Personally I really enjoyed the social event on the evening before, an opportunity to catch up with some former colleagues plus network and meet new ones.

We've also been able to fully 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. It has been a busy time with site visits, particularly during 40 degree heatwaves, but the judging panel are close to making their final decisions ready for the SPACES awards and president's dinner event on the 3rd Nov at the Penta Hotel in Reading. Bookings close tomorrow so please reach out to book your place.

The yearbook has gone virtual again 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 continuing as Awards chair this year. Richard is stepping down and we'll announce the new chair shortly. Thank you Richard for your help over the past 2 years.

We continue to look for a new Marketing manager 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.

I'd like to 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 for the past 2 years and ensuring I'm focussing on the right things at the right time. As I step down I know the society is currently looking at its operating model moving forward to ensure we can remain successful and continue to offer the valuable support public organisations need. It will be an interesting time over the next few months and we will want feedback from members on what you want from the society so we look forward to engaging with you further. From a personal perspective I want to see more diversity within our membership and on our board to ensure relevancy and growth.

Wishing you all a healthy and prosperous 2022 - 23.

4.2 Vice President's Report (Steve Rufus)

Uncertainty and change appear to be the norm now, and last year was no exception.

Great thanks go to Jackie, Greg, Fiona and the rest of the board in being adaptable and flexible when unforeseen issues arise. The announcement of a train strike on the date of the Study Day an example of how everybody pulls together.

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It was excellent to be able to attend the study day as a “live” event and highlighted to me how important networking is for SPACES. Good news that this year we can hold an in person Awards Ceremony in Reading next month. Which I am looking forward to.

Thanks to all who were involved in adapting last year’s Awards Ceremony as a virtual event, again showing how SPACES can adapt to changing circumstances.

The approach was new to the board so I really appreciate the work and pathfinding that went in to making the event a success.

Our Webinars have continued to generate a great deal of interest from our members with a wide variety of subject. I feel the use of webinars will be part of the mix in reaching out to our members especially as we move into the Winter months

4.3 Events Director’s Report

4.3.1 Study Day (Greg Keeling)

After the challenges of covid, this year saw the return of an ‘in person’ Study Day at De Montfort University. On the topic of Climate change. Due to a national rail strike, the event had to be replanned at the last minute by the SPACES manager. This was a huge amount of work but through her hard work the day was a great success. We were delighted that Lord Redesdale agreed to be our keynote speaker, and was professionally interviewed by Alex Gee, so we had a podcast to listen to on the day. and we had a number of excellent speakers who managed to make the event as well over 60 delegates. Because a number of speakers were unable to attend due to the rail strike, they all agreed to present webinars for SPACES through the Autumn and Winter months. So SPACES has been able to offer a lot of high quality CPD throughout the year and this has been helpful to those unable to travel to events.

Once again I would like to thank all of our generous sponsors, [Atkins](#), [Bauder Roofing](#), [Faithful+Gould](#), [Norse Consulting](#), [Pick Everard](#) and [Willmott Dixon](#) for their support.

4.3.2 Building of the Year Awards and Yearbook (Richard Hopton)

Due to Covid restrictions last year’s awards ceremony was held online and you can watch a video [here](#). My thanks go to Alex and Jackie who presented the ceremony. The yearbook was also online and can be viewed [here](#).

This year we had just over 50 submissions for the yearbook and awards. From these 16 projects were shortlisted for the awards. These 16 projects have been visited by at least two judges and my thanks goes to all those that carried out the visits. The category winners and CBOY winner have been chosen and will be announced at the [Presidents’ Dinner and Awards ceremony](#) held on the 3rd November in Reading. We have two sponsors for the awards this year:

- Civic Building of the Year (CBOY) – Faithful+Gould
- Mike Britch Award for Innovation – Norse Consulting

All projects are included in the yearbook which will also be launched on the 3rd November.

4.3.3 Webinars (Greg Keeling)

Webinars have been held throughout the year on a range of topics and have proved to be very popular. Opening up these webinars to non-members, has been good marketing for SPACES as a society, and provides extra value for our sponsors. Webinars are now a normal part of our CPD offerings.

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4.4 Finance Director's Report (Andrew Rowe)

The finance in 2021/22 moved from a loss during the pandemic back to a place of relative stability with a small profit. Although not all the events in 2021/22 were able to run or took place in the same format the efforts by everyone involved meant the 2021 virtual Study Day was a real success and became a key event for delivering a revenue and profit for the society.

We continue to use our key events and sponsorship to deliver low membership fees or offer free membership to all public sector members. This has been helped by the three year [Partnership deal](#) we have agreed with Norse Consulting.

The society reserves remain healthy, however, we remain heavily reliant on sponsorship.

4.5 Scrutiny Director's Report (Mark Dunne)

There is nothing to report at this time.

4.6 Membership Advisor's Report (Fiona Fanning)

SPACES membership currently stands at 373 members from 113 organisations with approximately two thirds from the Public Sector. As far as total membership goes this is only a slight overall increase on last year but there has been considerable growth from the Public Sector. 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.

Over a third of our members would like to hear information about activities in all regions, which with the roll out of webinars is encouraging. We have a broad spread of membership by profession, though how accurate this is we are not sure as we are aware of cross over between the professions.

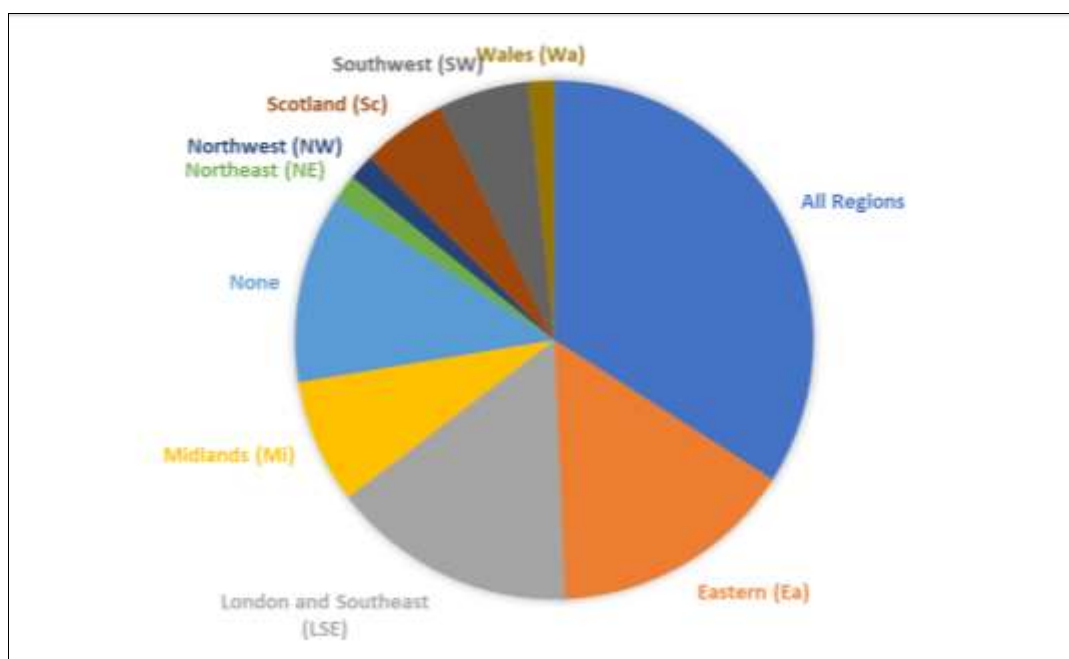


Figure 1: Breakdown by Region

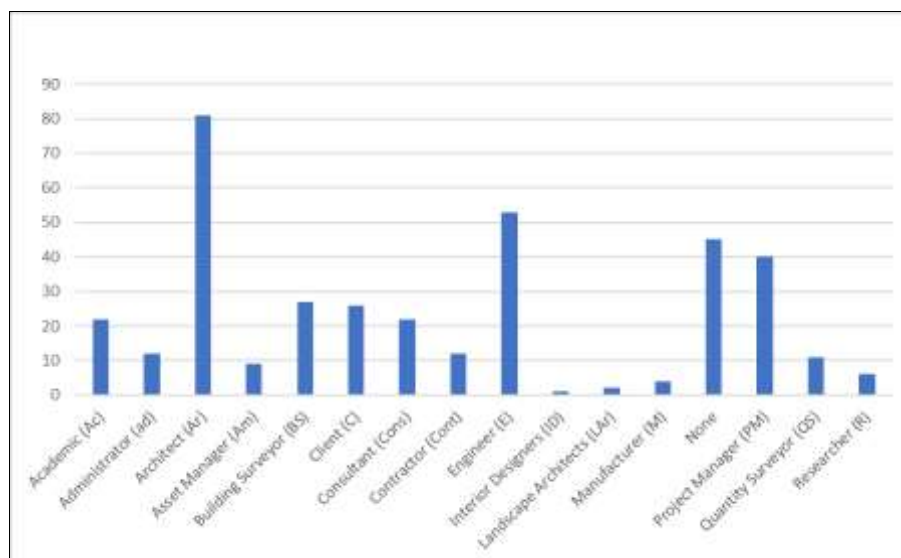


Figure 2: Members by Profession

4.7 Technical Advisor's report (Richard Daniels)

4.7.1 Architecture (Helen Newman)

4.7.2 Engineering (Steve Rufus)

In December 2021, we had a joint meeting in London with CIBSE Home Counties North East (HCNE) with a presentation on '[Competence, Compliance & Carbon: understanding the Building Safety Bill and updates to Building Regulations](#)' by Dr Hywel Davies, Technical Director, CIBSE. Unfortunately, Covid numbers were rising again and we had a few people unable to attend. Those that were able to attend enjoyed the presentation, networking and being able to meet in person again.

A small group of SPACES members have been through the Output Spec Technical Annexes 2E and 2G for Schools with a member of the DfE Design Team during February and March. This was followed by a Technical Meeting on 22nd March with discussions on the Output Specs and Electrical Vehicle Charging.

I have facilitated a number of webinars over the last year, including:

- Implications of Net Zero on School Design
- Integration of Heat pumps in existing buildings
- EnergiRaven – Building Carbon Management Tool
- Schools and Ventilation

Copies of the videos can be found on [SPACES Collaboration in Public Sector Construction - YouTube](#).

I would like to take this opportunity to thank both Charles Tanswell, who is stepping down from his role on many of the electrical wiring regulation committees and to Keith Scott who is stepping into his shoes. My thanks also go to those that have been involved with the engineering meetings.



4.7.3 Electrical Wiring 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 has been represented for the past 21 years on the main committee by Charles Tanswell who has decided that the time had come to stand down. With agreement, Keith Scott took over from Charles at the JPEL/64 meeting on 28 September 2022. However, Charles will continue to represent SPACES on one of the sub-committees. 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) - Mathew Beard
- 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 the latest amendment (AM2) was published in March this year. Work is about to commence on the next substantive amendment (AM3) which is due to be published in 2025.

The main changes in AM2 related to:

- 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 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 SPACE'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 takes place regularly particularly with regard to qualification requirements the risk assessment

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of contractors. The last revision was issued in October 2021 and work is currently ongoing regarding a further revision.

4.7.4 Surveying (Shaun Lunn)

Interest in Building Surveying started to pick up after covid and as Public Sector asset owners find themselves with significant challenges (funding, statutory compliance, space utilisation, net zero, sustainability, asset suitability, increasing maintenance costs and PFI terminations looming etc) I expect this to be a discipline of increasing importance. Discussions across the East Midlands has shown we have fresh interest from Derbyshire CC, Derby City and Nottinghamshire (including ARC Partnership a subsidiary of Scape and NCC) and Concertus (in a JV with Derbyshire CC), I am hopeful we will be able to both rekindle the Midlands HUB and start to increase wider membership.

I have supported a number of webinars and attended DFE consultations (on behalf of SPACES) for the CDC schools survey programme which is now expanding to look at Net Capacity (including associated funding). SPACES continues to be a valuable brand with Local and Central Government departments and has a extremely professional reputation. I am pleased to be involved.

4.7.5 Construction (Mark Appleyard)

4.8 Marketing Advisor's report

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

We have a new maintenance contract for the website so in the last couple of months there have been less issues with the website due to updates with wordpress.

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 and those that have accidentally pressed unsubscribe can subscribe to our e-newsletter [here](https://www.thespaces.org.uk).

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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 a third in the last year.

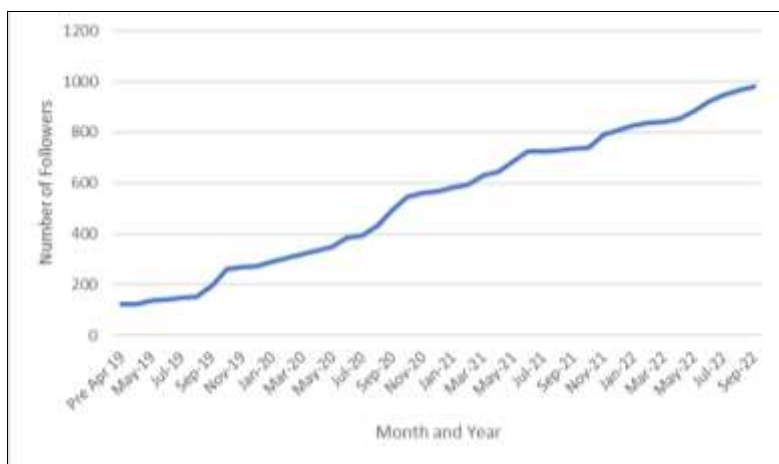


Figure 3: LinkedIn Followers

4.8.4 YouTube (Fiona Fanning)

In the last year, we have increased our content on YouTube with webinars, recorded presentations and podcasts. You can find it [here](#).

5 Investiture of Presidents (Mark Dunne/Fiona Fanning)

5.1 Steve Rufus – President, and incoming President's address

No objections had been received and Steve Rufus was approved as President by all present.

Firstly, I wish to thank Jackie for her enthusiasm and achievements in the President's role over the last 2 years. It will be hard act to follow. Jackie has had to steer us through a period of change due to Covid and many other difficulties which she has done with a smile and a positive approach An approach I wish to continue.

A few more thank yous:

Greg Keeling for his work on the Study Day

Jackie and Alex for last year's award Ceremony

Richard Hopton for chairing this year's CBOY panel

Helen Newman for her work as HoP for Architecture

Charles Tanswell who I have already mentioned for his work in both SCEME and SPACES over the years

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And last but no means least Fiona for all her work behind the scenes and for keeping us all under control. Fiona's work is so important in helping with the success of the society.

Looking forward I see that local authorities and the constructions industry still have changing and unpredictable times ahead, due to worldwide events and the current financial situation.

Added to this the drive towards net zero carbon and impact of legislation such as the building safety act will challenge the industry.

This is where SPACES comes into its own with the ability to share knowledge and information in a safe space as we all are striving for the same outcomes. We wish to be adaptable and look at the ways we can help our members.

We are here for you, so it is important to understand the areas the membership wish to talk about though events webinars and networking. This is a two way conversation so let us know your thoughts.

Many thanks.

5.2 Alex Gee – Vice President

No objections had been received and Alex Gee was approved as Vice President by all present.

6 Election of Directors (Mark Dunne/Fiona Fanning)

6.1 Director of Finance

No objections had been received and Andrew Rowe was approved by all present.

7 Approval of Advisors

7.1 Advisor: Marketing and Communication (2 year term)

Position Vacant

7.2 Advisor: Membership (2 year term)

Position Vacant

7.3 Head of Profession – Architecture (3 year term)

No objections had been received and [Nicola Lorenzo Prandini](#), London Borough of Havering and [Declan Douglas](#), Essex County Council were ratified to do a job share for Head of Profession – Architecture.

7.4 Head of Profession – Engineering (3 year term)

Position Vacant.

7.5 Head of Profession - Project Management (3 year term)

Position Vacant.

7.6 Chair – Yearbook and Awards

Jackie Lowe has agreed to take on the role of Chair Yearbook and Awards. No objections were raised and this was approved by all present.

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8 Any other matters brought to the attention of the President (Steve Rufus)

None.

9 Date of AGM 2023 (Fiona Fanning)

Thursday 19th October 2022.

10 Close of Meeting (Steve Rufus)

Thank you all for attending

I know AGMS are such riveting events but is an essential part of the SPACES constitution.

As a close I would to welcome Alex as Vice Chair and to thank Nicola and Declan who are sharing the Architectural HoP role.