

THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

ANNUAL GENERAL MEETING HELD ON 8th OCTOBER 2019

AT

**MANCHESTER CENTRAL CONVENTION COMPLEX
PETERSFIELD, MANCHESTER, M2 3GX**

The President, Ian Hinitt chaired the meeting and opened it by welcoming everyone to the 52nd AGM and asked Pete Sellars, Chief Executive Officer of IHEEM, to read out the notice of the meeting.

Members Present:

Graham Hardman	Phil Wade	John Parker	Thomas Chan
Chris James	John Alwork	Bob Higginbotham	Mike Arrowsmith
Paul Fenton	Mark Richards	Michael Fuller	Martin Owen
Steven Palmer	Clive Plested	Andy Wavell	PL Yuen
John Crawford	Matthew Ward	Richard Harris	Neil Haskell
Ricson Tsang	Michael Smeeth		

In Attendance:

Pete Sellars, Chief Executive Officer	Ian Hinitt, President	Tania Davies Chief Operating Officer	Gemma Boulton Business Administrator
Jonathan Baillie, Editor, Health Estate Journal	Michael Smeeth (non-member, no vote)	Julian Amey (non-member, no vote)	

Apologies:

None Received			
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1. AGENDA ITEM ONE

The minutes of the previous meeting held on 9th October 2018 having previously been circulated and published.

A query was raised from Graham Hardman, stating that the previous minutes did not note the concerns that he raised regarding the level of reserves. This change was agreed by the Chair and shall be altered on the minutes of the previous meeting. The minutes will now state under Agenda item two: 'Graham Hardman raised concern regarding the high level of reserve'. Other than the change discussed, the minutes were taken as read and agreed as a true and accurate record of the meeting and signed by Pete Sellars.

2. AGENDA ITEM TWO

The Annual Report and audited Financial Statements for the year ending 31 December 2018 previously sent to all IHEEM members, were received and considered.

It was stated by Pete Sellars that the previous concerns regarding the level of reserves has been and is currently being resolved. There are various initiatives that have been taken on such as improvements to the ICT systems at IHEEM Head Office and IHEEM has agreed a bursary

funding system, with the help from The Worshipful Company of Plumbers, The AG Manly Trust and Static Systems. We will be providing targeted funding for NHS organisations and IHEEM Company Affiliates who have already invested in apprentices or are intending to do so.

It was also noted that the financial documents that are shared in the AGM, should be shared prior to the meeting, to allow time for attendees to read and comment effectively.

The President moved that the report and financial statements be accepted:

- Proposed Thomas Chan
- Seconded Paul Fenton

The motion was carried unanimously.

3. AGENDA ITEM THREE

To approve elections to Council

Pete Sellars advised that one Council member has retired and that there is one new appointment.

- John Allwork North West Branch - Retired
- Alistair Cameron North West Branch

All seats were uncontested and came with the recommendation and approval of Council.

The President moved that the nominations be approved:

- Proposed Steven Palmer
- Seconded Bob Higginbotham

The motion was carried unanimously.

Pete Sellars read out the list of Council members who would serve for the next 12 months:

President	Ian Hinitt
Branch Members	
Northern Ireland	Nigel Keery
Scotland	Eddie McLaughlan
Wales	Stephen Lloyd
North East	Alan Spraggon
North West	Alistair Cameron
Yorkshire	Alison Ryan
East Midlands	Bill Millar
West Midlands	Phil Wade
East Anglia	Vacant Seat
London	Alan Gascoine

South	Chris James
South West	Greg Markham

Pete Sellars welcomed Alistair Cameron to Council. He also thanked John Allwork for their support of the Institute whilst on Council.

4. AGENDA ITEM FOUR

To appoint Auditors and authorise Council to fix their remuneration

To appoint Morris Crocker as IHEEM's auditors.

- Proposed Andy Wavell
- Seconded Graham Hardman

The motion was carried unanimously.

5. AGENDA ITEM FIVE

To transact any special business of the institute

Ian Hinitt provided background on the resolutions and their intent.

Information was requested by Graham Hardman regarding the status of IHEEM's Engineering Council Licence. It was confirmed that IHEEM has been re-accredited for 5 years. There are some outstanding items of work for which there is a timetable. This is currently on track for completion. The Engineering Council will review this in early 2020.

The Engineering Council have approved the revised Articles of Association, on the basis that we commit to a re-write in 2020.

- Proposed Graham Hardman
- Seconded Paul Fenton

The motion was carried unanimously

ANY OTHER BUSINESS

Pete Sellars discussed how in the North West, 12 NHS Trusts have committed £2,500 per annum, for 5 years, totalling to £30,000. IHEEM is matching this £30,000 over the course of 5 years, increasing the number of apprentices in their scheme from 15 to 45. Part of IHEEM's commitment is to expand this scheme to areas such as Northern Ireland.

The President thanked those who attended and formally closed the proceedings of the AGM.