

The Institute of Healthcare Engineering and Estate Management

SOUTHERN BRANCH

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| **Chairperson:** | **Honorary Secretary:** |
| Chris James, I.Eng, MIHEEM | Neil Haskell, MIHEEM |

**Minutes of the 401th Meeting (AGM) held on Tuesday 30th January 2024, held in Room 001 at Westwood House, 100 Peartree Avenue, Bitterne, Southampton, SO19 7JL and**

**Virtual.**

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| 1.0 | **Present:** | N Haskell | R Boyce | D Chaplin |  |
| R Harris | C James | K Azemi |  |
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| **Apologies:** | Non Received |  |  |  |
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| **2.0** | Previous Minutes (AGM Meeting) | | | | |
| 2.1 | The minutes of the 399th AGM meeting held on Wednesday 25th January 2023 were approved. | | | | |
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| **3.0** | Matters Arising | | | | |
| 3.1 | There were no matters arising. | | | | |
| **4.0** | **Reports** | | | | |
| 4.1 (i) | **Chairperson:** Chris James acknowledged that we had a somewhat stagnant 2023 in terms of Branch related activity and would like to take this opportunity to acknowledge the 400th Branch Event held in November to celebrate in part the history of the local Healthcare Engineering fraternity and the role it plays in the national debate. Chris James thanked everyone who helped arrange the event and those that took the time to attend, hopefully we have all seen the double-page editorial article within Health Estate Journal (pages 8 & 9) that was record the day.  Chris James was pleased to welcome Alison Ryan, Pete Sellars and the majority of the IHEEM Head Office team to St Marys Hospital, Portsmouth.  Chris James said that he hoped that the event would provide a springboard for the Southern Branch to rediscover itself into 2024.  Chris James had recently taken part in a forum that had been developed for IHEEM Branch Chairs to discuss national agenda items had its second outing on Tuesday 23rd January (chaired initially by James Chadwick) and supported in person by Alison Ryan (President). Good conversation was had around a more cohesive approach to delivering branch business and communications to the members. It was proposed that chairmanship of this forum move between regional Branch Chairs on a meeting by meeting basis to balance out load.  Discussions are underway to agree a concept for a more representative suite of corporate stationary that can be accessed and freely used by branch committee officials. The membership are asked for their thoughts on any backdrop themes or images that reflect The Southern Branch.  The Branch has been asked to submit a training and development plan for officials and wannabe officials ahead of April so I will look to clarify the level of detail for this from Head Office and expressions of interest from members.  Head Office are keen to promote and insert STEM (Science, Technology, Engineering & Mathematics) ambassadors into the committee level of each branch, volunteers from the membership are sought for this key role.  Head Office require agreed meeting dates for 2024 to publish on the website and branch information pages, this duty should fall to the incoming branch officials to submit.  Chris James said that he would like to extend his thanks for the diligent work undertaken by both Neil Haskell as Secretary and Richard Harris as Council Member over the past 12 months and thanked them for providing support to the Branch Chair as he draws this period in office formally to a close. | | | | |
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| 4.2 | **Secretary:**  Neil Haskell informed the Committee that he had not received any communications. | | | | |
| 4.3 | **Treasurer:** Richard Harris informed the Committee that he had nothing to report, the secretary thought that the Southern IHEEM Branch may need to request additional funding as we only had £7.35 in the account, that will not cover this evenings light refreshments, the Secretary will submit a copy of the receipt for the light refreshments to the Treasurer and copy in Tania Davies who will be able to reimburse the secretary at the same time as agreeing with the Treasurer additional funding. | | | | |
| 4.4 | **Council Member:** Richard Harris  Richard Harris informed the Committee that there had been a Council Meeting in November 2023 held at Doncaster that was face to face and virtual.  IHEEM had received a lot of positive feedback from the 80th anniversary celebration held in Manchester and Alison Ryan attended the Hong Kong Branch who marked its own 25th anniversary.  Alison Ryan is heading up the Mechanical services technical committee, if any of the members would like to know more regarding the committee, Richard Harris asked them to contact him directly.  IHEEM Membership had increased by 4.7%.  There is going to be a Head Office modernisation program and IHEEM have entered into a new contract with Steps regarding conferences exhibitions etc.  The IHEEM Wales Regional Conference, Exhibition and awards are being held on the 28th and 29th May at the international conference centre Celtic Manor Hotel, Newport, Wales.  There is going to be an Authorising Engineers conference being held at Epsom Downs Racecourse, Surrey and the University & Healthcare Estates & Innovations is to be held in Technological University, Dublin on the 5th September 2024.  IHEEM have produced a common template for RAAC along with a A.E register using a standard and a common template, NHS professionals are also looking at a register for A.P’s along with C.P’s.  There are ongoing discussions within IHEEM regarding succession planning. | | | | |
| **5.0** | **Technical Committee** | | | | |
| 5.1 (i) | The committee has not met regarding the technical presentations, but the Secretary is still organising presentations todays was on Vacuum drainage systems. | | | | |
| 5.1 (ii) | We still have invitations including tours of DDC and ICS works who are based in Poole and Totton, along with the use of their meeting rooms for the Branch Meeting, and Jets today who provided the presentation on vacuum drainage have offered us a site visit to their display area at Downton, Salisbury and Chris James is in discussion with Veolia to visit Marchwood Incinerator . | | | | |
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| **6.0** | **Nominations for Branch Officers for 2024** | | | | |
| 6.1 | We have been informed by IHEEM’s Head Office that we received no requests for any members wishing to be considered for Officer positions. | | | | |
| **7.0** | **Election of Branch Officers** | | | | |
| 7.1 | Due to no nominations being received the Branch Officers will continue for another year.  All the following appointments were proposed by Derek Chaplin and seconded by Richard Boyce.   |  |  | | --- | --- | | **Chairman:** | Chris James | | **Treasurer:** | Richard Harris | | **Secretary:** | Neil Haskell | | | | | |
| **8.0** | **Any Other Business** | | | | |
| 8.1 | There was discussion regarding the time of Branch meetings, being all virtual and location of where the members work and number of retired members, the Secretary will contact Tania Davis regarding Southern Branch Members locations. | | | | |
| **9.0** | **Date and Time of Next Meeting** | | | | |
| 9.1 | There was a discussion regarding the number of Southern Branch IHEEM Meetings in a year regarding being quarterly, five a year around every 10 weeks not including the summer. | | | | |
| 10.2 | Proposed future Southern Branch IHEEM meeting dates:-  **2024**: Tuesday 9th April 16.00, Room 001 at Westwood House, 100 Peartree Avenue, Bitterne, Southampton, SO19 7JL and virtual meeting.  **2024**: Tuesday 28th May 16.00  **2024**: Wednesday 17th July 16.00  **2024**: Wednesday 25th September 16.00  **2024**: Wednesday 11th December 16.00 | | | | |
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