

# THE INSTITUTE OF HEALTHCARE ENGINEERING AND ESTATE MANAGEMENT

## ANNUAL GENERAL MEETING HELD ON 08<sup>th</sup> OCTOBER 2024 AT MANCHESTER CENTRAL, DURING HEALTHCARE ESTATES 2024

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The President, Alison Ryan chaired the meeting and opened it by welcoming everyone to the 57<sup>th</sup> AGM. Alison asked Pete Sellars, Chief Executive Officer of IHEEM, to read out the notice of the meeting.

### Members Present:

|                  |                 |                   |
|------------------|-----------------|-------------------|
| Mark Richards    | Kate Whitley    | Paddy Fitzpatrick |
| Chris James      | Jim Leiper      | Karen McCutcheon  |
| John A'Court     | Martyn Jeffery  | David Johnston    |
| James Chadwick   | Thomas Chan     | Damian Horisk     |
| Chris Northey    | P L Yuen        | Frankie Glennon   |
| Claire Hennessy  | Ricson Tsang    | Terrence Close    |
| Megan Hamilton   | Stephen Larmour | John Stewart      |
| Joanna Dougherty | Victoria McKee  | Stephen Palmer    |

### In Attendance:

|                        |                         |                               |
|------------------------|-------------------------|-------------------------------|
| Pete Sellars (CEE)     | Alison Ryan (President) | Nigel Keery (President elect) |
| Jonathan Baillie (HEJ) | Tania Davies (COO)      | Kaltrina Azemi (IHEEM)        |
| Camelia Stan (IHEEM)   | Hannah Davies (IHEEM)   | Zanna Mercer (IHEEM)          |
| Richard Vie (EC)       |                         |                               |

### Apologies:

|             |              |               |
|-------------|--------------|---------------|
| Andy Wavell | Greg Markham | Richard Boyce |
|-------------|--------------|---------------|

### 1. AGENDA ITEM – to approve the minutes of the AGM held 10<sup>th</sup> October 2023

The meeting was held during Healthcare Estates Conference, the minutes were published in the January 2024 HEJ, and are available on the IHEEM website.

No questions were received.

The President moved that the minutes be agreed as a true and accurate record of the meeting.

- Proposed James Chadwick
- Seconded Stephen Palmer

There was a call to vote to approve the minutes (100% in favour) the minutes were taken as read and agreed as a true and accurate record of the meeting and signed by Alison Ryan.

### 2 and 3. AGENDA ITEM – to receive the Presidents report on the Institutes performance over the previous 12 months and the CEOs update on current performance.

#### President's report

AR stated it had been an honour and a privilege to serve as President, the two years have flown by.

AR was pleased to report that during the last two years IHEEM has seen further continued growth with respect to membership and that from a 5-year perspective there has been 22% growth.

Events AR attended:

- Several STEM events
- AR ran several workshops at Bedale's School, and in conjunction with IHEEM Head Office. A standard presentation pack has been developed for use at future events.
- A standard presentation for membership benefits has been developed.
- The NI Conference and the Wales Regional Conference in May.
- The AE Conference in July.
- The University and Healthcare Conference in Dublin in September.
- The IHEEM East Midland Conference.
- A host of other regional events and webinars.

In addition to the above, AR stated she have done my utmost to attend as many branch events as she possibly could, and that has meant that I've had a very busy and fulfilling couple of years and looks forward to continuing her role on IHEEM National Council, Chairing the Mechanical Technical Platform and supporting at future IHEEM events.

AR reiterated that it has been an honour to serve as President and it is a pleasure to pass the reins to Nigel Keery who will be an excellent President and Ambassador for the Institute.

Nigel Keery OBE is Head of Estates Operations in the Belfast Health and Social Care Trust, with over 30 years Estates Healthcare Management experience.

### **Chief Executive's update**

PS update the room, key points made:

- **Membership Growth:** IHEEM continues to thrive, with our total membership now at approximately 2,800—a significant increase of about 600 members since the launch of our five-year strategic plan.
- **Financial Health:** Our finances remain robust, ensuring we can continue to support our initiatives and grow our impact.
- **Successful Partnerships and Events:** This year has seen successful events across Wales, Northern Ireland, and collaborations with universities in Dublin and East Midlands, highlighting our commitment to innovation and partnership.
- **Representation at EngineeringUK Board:** Proudly announced PS appointment to the EngineeringUK board, marking a significant milestone for IHEEM as we join high-level discussions on policy and research that influence UK engineering. This is a first for IHEEM, and first for a small PI, we recognise the responsibility and opportunities it brings.
- **Head Office Development:** We are currently excited about the complete refurbishment of our Portsmouth Head Office, the buildings have been untouched for upwards of 25 years, the new development will provide a modern head office environment, along with providing a training & development ground floor and meeting space aimed to enhance our operational efficiency.
- **Launch of IHEEM partnership governance software**
- **Launch of two new technical platforms – Mechanical, and Medical Engineering**
- **Looking Forward Next Strategic Plan:** As we move forward, we are developing our next five-year strategic plan, titled "Stick or Twist." Over the past five years, IHEEM has modernised while preserving our heritage and core purpose. It's essential that we thoughtfully chart our direction for the next five to ten years.
- **Sponsorship IHEEM INNOVATION IN WELLBEING & HEALTHCARE ENGINEERING AWARD in Partnership with Eng UK**

#### **4. AGENDA ITEM – to receive the annual report and Financial Statements for year ended December 2023**

The Annual Report and audited Financial Statements for the year ending 31 December 2023 published in the September 2024 HEJ and available online, were received and considered.

There were no questions.

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

- Proposed      Thomas Chan
- Seconded     Paul Fenton

The motion was carried unanimously.

#### **5. AGENDA ITEM -To appoint Auditors**

To appoint Morris Crocker as IHEEM's auditors.

- Proposed      Mark Richard
- Seconded     Chris James

The motion was carried unanimously.

#### **6. AGENDA ITEM -To approve elections to Council**

Pete Sellars advised that nominations for the following seats that are due to retire from Council at this AGM have been received:

Alan Spraggon of the North East Branch has agreed to stay on for a further term and thus duly re-elected.

James Chadwick of the East Midlands branch has agreed to continue for a further term and thus duly re-elected.

Martyn Jeffery of the South West branch has agreed to continue for a further term and is thus duly re-elected.

Richard Harris of the Southern branch has agreed to continue for a further term and is thus duly re-elected.

Eddie McLaughlan has completed his second term and James (Jim) leiper has been nominated and elected by the branch to represent them on Council. Jim has been duly elected.

Alison Ryan has agreed to stay on Council for a further year to enable a smooth handover to our incoming President.

The Northern Ireland branch will remain vacant until a new member is nominated and elected to replace Nigel Keery.

East Anglia branch currently remains vacant.

- Proposed      Nick Hill
- Seconded     Claire Hennessy

The motion was carried unanimously.

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

|                       |                                       |
|-----------------------|---------------------------------------|
| <b>President</b>      | Nigel Keery                           |
| <b>Branch Members</b> |                                       |
| Northern Ireland      | Vacant                                |
| Scotland              | James (Jim) Leiper                    |
| Wales                 | Peter Davies                          |
| North East            | Alan Spraggon                         |
| North West            | Alistair Cameron                      |
| Yorkshire             | Simon Adamson                         |
| East Midlands         | James Chadwick                        |
| West Midlands         | Claire Hennessy                       |
| East Anglia           | Vacant Seat                           |
| London                | Paul Rodgers                          |
| South                 | Richard Harris                        |
| South West            | Martyn Jeffery                        |
| Republic of Ireland   | Bill O'Reilly                         |
| Hong Kong             | Dr P L Yuen                           |
| Ex President          | Alison Ryan (for a further 12 months) |

Alison welcomed Jim to Council, and thanked Alan, James, Martyn and Richard for agreeing to serve a second term.

Alison also went on to thank Eddie for his time on Council.

## **7. AGENDA ITEM – Hanover of Presidency and Presidents Closing remarks**

Alison formally handed over the Presidency to Nigel Keery. Nigel thanked Alison for her service as president for the last two years. Alison was presented with a gift.

Nigel told the meeting he was honoured to be taking on the reins of IHEEM President and he would be looking to build on the work that has been carried out over the last 5 years and focus on engaging and encouraging young people into healthcare engineering during his presidency.

Nigel thanked everyone for attending and formally closed the meeting.