



SCOTLAND BRANCH

Chairperson:

Jim Leiper, CEng, MIHEEM

Secretary:

Dr Harry S Campbell, CEng, FIHEEM

Minutes of the meeting held on Wednesday 1st May 2024

Via Microsoft Teams

1.0 Present: C Clarke C Morning John McEwan James Wishart
Daniel Doherty P Hogg R Hogg Iain Tinniswood
Graham Souter Mark Cunningham

Apologies: Eddie McLaughlan Robert Allan

1.2 Previous Minutes

Jim Leiper was pleased to welcome all members to the second meeting of the year and emphasised the importance and knowledge sharing within Scotland Branch.

There were no previous minutes. The Chair acknowledged that the March 24 meeting was a reset meeting of Scottish Branch which was an open forum to discuss the way forward of the Branch.

1.3 Work Plan

Jim Leiper, explained that there is a requirement to develop an Annual Branch Work Programme.

Action

Harry Campbell and John McEwan will develop a Work Programme and following review by the Branch Committee, will distribute same to the Branch, and copy it to IHEEM (as required). In the meantime, if any member has any topic(s) that they would like to see included in the Work Programme please send your suggestions to Harry.Campbell@lanarkshire.scot.nhs.uk.

2.0 Matters Arising

There were no matters arising.

3.0 Committee Members Roles and Responsibilities

Jim Leiper updated the committee on the Branch Officers for coming year. The following appointments were proposed by Eddie McLaughlan and seconded by John McEwan.

Chairman:	Jim Leiper
Council Member:	Eddie McLaughlan
Treasurer:	Robert Allan
Secretary:	Dr Harry S Campbell

Action

Harry Campbell, to request IHEEM's Head Office to update Scottish Branch's landing page on the IHEEM website to accurately reflect the Branch Office-holders..

4.0 Reports

4.1 (i)

Chairperson: Jim Leiper explained that the new Scottish Branch is only just starting up in terms related activities. He hoped that emerging events/topics would enable the Branch to prosper in 2024 and beyond. His ambition is that the Branch will be a hub for the practical, professional benefit to those engaging.

Jim Leiper, advised that the agreed meeting dates for 2024 for the Scottish Branch should be sent to IHEEM to publish the dates on the IHEEM website's Branch information pages.

Action

Harry Campbell, to confirm to IHEEM's Head Office the meeting dates for 2024, to ensure same are published on Branch's landing page of IHEEM website.

4.2 Secretary: Harry Campbell, informed the Group that there were no communications received.

4.3 Treasurer: Report Allan

No report received.

4.4 Council Member: Eddie McLaughlan

In the absence of Eddie McLaughlan, Jim Leiper informed the Meeting of the following Events:

- The IHEEM Ireland Regional bi-annual Conference, Exhibition and awards are being held on the 14th and 15th May at the Europa Hotel, Belfast North Ireland.
- 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.
- The IHEEM Manchester Conference taking place on 8th and 9th October.

5.0 Technical Committee

5.1 (i) Jim Leiper indicated that the Branch Committee would need to be established and asked for volunteers from the IHEEM Members to sit on the Branch Committee beside the current Office-holders.

Action

Harry Campbell to draft a terms of reference for the Branch Committee and, once approved, will distribute to memberships for comment.

5.1 (ii) Craig Morning, has offered to present a talk to the Branch on the role of the Authorising Engineer in Healthcare later in the year, possibly September/October.

Action: John McEwan to include this in the Branch Programme

6.0 Suggestion for Programme

- 6.1 (i) There were discussions on the content of the Work Programme, all suggestions to be sent Harry.Campbell@lanarkshire.scot.nhs.uk

7.0 CPD Seminars and Events

- 7.1 (i) John McEwan, presented an “Overview of the CPD programme “Keeping your hard-won skills and knowledge completely up to date”. The presentation was well received and generated a lot of valuable discussions.

John McEwan, explained that can get access to A Guide to CPD through IHEEM Learning Hub Continued Professional Development.

<https://www.iheem.org.uk/learning-hub/professional-development/>

Action

Harry Campbell and John McEwan to include CPD as topic on the Annual Branch Programme.

8.0 Any Other Business

- 8.1 Harry Campbell informed the Branch that there is Webinar taken place Thursday 2nd May 2024 12:30hrs. Topic: Chemical-Free Water Treatment for Closed Loop Heating & Cooling Networks

Graham Souter informed the Committee that there is a National Estates and Facilities Day on Wednesday 19th June 2024 “Celebrating our Estates & Facilities Heroes” for information go to [NATIONAL HEALTHCARE ESTATES & FACILITIES DAY \(healthcarefmday.org\)](http://NATIONALHEALTHCAREESTATES&FACILITIESDAY.healthcarefmday.org)

9.0 Date and Time of Next Meeting

- 9.1 There was a discussion regarding the number of Scotland Branch IHEEM Meetings in a year regarding being quarterly, five a year around every 10 weeks not including the summer

The **proposed** future Scotland Branch IHEEM meeting dates as below: -

2024: Wednesday 5th June 12:30hrs

2024: Wednesday 4th September 12:30hrs

2024: Wednesday 3rd October 12:30hrs

2024: Wednesday 6th November 12:30hrs

2025: Wednesday 5th March 12:30hrs (**AGM**)

Action: Once the minutes of the Branch Meeting are approved, Harry Campbell will send a copy of the minute to IHEEM (as required).