



The Institute of Healthcare Engineering and Estate Management

SCOTTISH BRANCH

Chairperson:

Jim Leiper, CEng, MIHEEM

Secretary:

Dr Harry S Campbell, CEng, FIHEEM

Minutes of the meeting held on Wednesday 5th June 2024

Via Microsoft Teams

1.0	Present:	Daniel Dobson Michael Carroll Gordon Millar John Mclelland	Patrick Morrison Paul Hogg Mark Cunningham	Ian Sandford Mark Riddell Robert Allan	Matthew Sinclair Graeme Dunn Eddie McLaughlan
	Apologies:	Graham Souter	John McEwan		

1.2 Previous Minutes

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

The previous minutes were accepted as accurate account of the meeting.

Action

Harry, to distribute the minutes to members and post onto the Scottish Branch's landing page on the IHEEM website.

1.3 Work Plan

Jim, thanked John McEwan and Harry Campbell for producing the Annual Branch Work Programme.

Jim asked members, if they had any topic(s) that they would like to be included in the Work Programme please send your suggestions to Harry.Campbell@lanarkshire.scot.nhs.uk.

Action

Harry Campbell to post same onto the Scottish Branch's landing page on the IHEEM website.

2.0 Matters Arising

There were no matters arising.

3.0 Committee Members Roles and Responsibilities

Jim confirmed that the Branch Officers names had been updated on the Scottish Branch's landing page on the IHEEM website.

4.0 Reports

4.1 (i)

Chairperson: Jim, explained that the new Scottish Branch is only just starting up in terms related activities. He advised the group that there is a lot work being done in behind the scenes to bring the Branch back up to speed.

There is a new Terms of Reference document for the Scottish Branch which will be provided to membership for comment.

Jim is in discussion with IHEEM's Head Office with regarding the branding for the Scottish Branch and will keep the members up to date on progress.

Action

Harry Campbell, arrange for the provision of Branch's Terms of Reference to the members for comment and post same on the Branch's landing page of IHEEM website.

4.2 Secretary: Harry Campbell, informed the Group that they have received a number of enquiries with regards to membership. Also an encouraging number of outside organisations and members wish to present papers at the Scottish Branch meetings.

4.3 Treasurer: Robert Allan

Nothing to report in the period.

4.4 Council Member: Eddie McLaughlan

Eddie, gave a brief overview of his role as Council member and charitable funding structure of the Institute. He also informed the group that the IHEEM Head Office, Portsmouth would be decanted during the upcoming refurbishment works. Eddie encouraged members to raise any ideas for future activities, commensurate with the Branch's function that might require funding and the Institute is keen to effectively support the Branch and its members.

Eddie informed the Meeting of the following Events:

- The IHEEM Authorising Engineers Conference, Epsom Downs Race Course, Surrey being held on Wednesday 9th July 2024.
- The University & Healthcare Estates & Innovations is to be held in Technological University, Dublin on the 5th September 2024.
- National Estates and Facilities Day on Wednesday 19th June 2024 "Celebrating our Estates & Facilities Heroes" for information go to [NATIONAL HEALTHCARE ESTATES & FACILITIES DAY \(healthcareefmday.org\)](https://www.healthcareefmday.org)

5.0 Technical Committee

5.1 (i) Jim Leiper, advised the members that a terms of reference for the Branch's Technical Committee has been drafted. It was agreed a Technical Committee will not be formed at the moment as the Branch is still evolving, but would be brought forward if and when it was considered appropriate.

6.0 Suggestion for Programme

6.1 (i) There were further 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) Jim welcomed and introduced Graeme Dunn BEng CEng MCIBSE MIHEEM who presented his technical paper on "Oxygen flowrates (MGPS)" The presentation generated a number of questions and discussion within group.

Jim thanked for Graeme his time and interesting & thought-provoking presentation, arguing for an alternative approach in calculating oxygen flowrates within Hospital setting.

8.0 Any Other Business

8.1 No other competent business was discussed

9.0 Date and Time of Next Meeting

9.1 Jim thanked everyone for attending and highlighted the next meeting Wednesday 4th September and the anticipated presentation

Ventilation Innovation

"Safe, Energy-Efficient Air Circulation in Hospitals: Achieving Sustainability and Sanitization "

By Ian Sinclair CEO Pathogen Reduction Solution

The Scottish Branch IHEEM Meetings dates were accepted as below: -

2024: Wednesday 4th September 12:30hrs (**AGM**)

2024: Wednesday 2nd October 12:30hrs

2024: Wednesday 6th November 12:30hrs

2024: Wednesday 6th November 12:30hrs

2025: Wednesday 5th February 12:30hrs

2025: Wednesday 5th March 12:30hrs

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