



WEST MIDLANDS BRANCH

Chairperson:
Steve Lawley, MIHEEM

Honorary Secretary:
Tom Butler, MIHEEM

Minutes of the Meeting held on May 30th Via Google Meet

1.0	Present:	Claire Hennessy Betsan Allcott	Phil Wade Andrew Rodgers	Andy Vernon Anisha Mayor	Mark Williams
	Apologies:	Christopher Needham	Eleanor Graham	Kevin Reynolds	Steve Mason

2.0 Previous Minutes

2.1 The minutes of previous meeting were approved.

3.0 Matters Arising

3.1 There were no matters arising.

4.0 Reports

4.1 (i) **Chairperson:** Steve Lawley

SL presented the feedback from the recent survey completed, summarized as below:

- Survey sent out to approximately 73 people across the region
- Response of 21/70 = 30% response rate (20+ seen as positive)
- Member/Non Member 67.5 existing members - 32.5% not member
- Membership split - Majority at Member level
- Priority for support - Budget Constraints. Lack of Apprentices. Lack of Qualified Staff, Central support and guidance
- Things that IHEEM can support Networking, Shared Ideas, Technical Support
- Members preference on meetings Quarterly, Bi Monthly, Monthly and Six Monthly
- Meeting Location - preferred Local Trusts, Hybrid, Educational Facilities and then suppliers and Local Authority
- CPD over 75% in favour of sessions at meetings
- Priority subject areas - Building Safety Act, Fire Safety, Business Case development, Land and Property and Contract Management
- Limited 9.5% have mentors but feel would be useful

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- Action plan agreed below to be implemented as priority over the next 2 years:
 - 1: Encourage engagement for members to develop from Member to Fellow status through local workshops or online chats to help with application process or CV development.
 - Agreed to complete workshop style events possibly at IOT on a rota basis. Meeting needed with IHEEM HQ to take this forward.
 - 2: Increase networking opportunities through the branch by running a coffee roulette scheme monthly with people paired up ?
 - Agreed on a rotational basis for drop in sessions potentially monthly. Details to be finalized.
 - 3: Creation of a Branch WhatsApp Group or Promotion for use of Estates Futures Hub (NHSE to ask queries ?) or can we have a chat via Website ?
 - Agreed meeting needed with HQ to establish what is possible technically with both WA groups or chat on web page.

- The following other proposals were approved as lower priority:
 - Budget Constraints came out as number 1 issue for those completing the form and action required . Propose a working group with NHSE involvement to discuss good practice and create a good ideas log for potential improvements in use of budgets.
 - Members have voted a preference for Quarterly meetings rather than Bi-Monthly and propose an option to change but make longer from 515-7pm and include CPD session to each session.
 - Approved
 - Priority location should be another Trust or Education facility but we must ensure that hybrid solution always offered.
 - Approved.
 - Over 67% voted for an increase in CPD and for IHEEM to support personal development.
 - Approved.
 - Approx 67% do not have professional coaches or mentors but found useful - Branch to explore art of the possible.
 - Approved.
 - Look to develop branch profile through National Seminars or outputs such as improvement ideas ? Must start to upload minutes and actions and other documents to the area on IHEEM Branch page.
 - Approved.

Action items

- SL: to develop an article for the journal reference the membership survey.
- Group: Way forward needed on social media.
- SL: Meeting with IHEEM needed to address the way forward with survey priority 1.
- Group: Discussion required on implementation of survey priority 2.
- SL: Meeting with IHEEM needed to establish what functionality is available via the IHEEM website for chat and social media etc.

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- 4.2 **Secretary:** Tom Butler
Informed the Committee that he had not received any communications and that he will be approaching HQ to start posting agendas and minutes on the IHEEM website.
- 4.3 **Council Member:** Claire Hennessy
No report due to time constraints on google meet.
- 5.0 **Any Other Business**
No further business due to time constraints on google meet.
- 6.0 **Date and Time of Next Meeting** Wednesday 10th July 17.00