

 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 404th Meeting held on Wednesday the 24th July 2024, held**

**Virtually.**

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| 1.0 | **Present:** | N Haskell | G Orchard  | R Boyce |  |
| S Nicol | C James | K Azemi |  |
| D Chaplin |  |  |  |
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| **Apologies:** | M Keating  | R Harris |  |  |
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| **2.0** | Previous Minutes  |
| 2.1 | The minutes of the 403rd meeting held on Tuesday 11th June 2024 had not been circulated. The Secretary will find out why it appears they had sent them for distribution. |
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| **3.0** | Matters Arising |
| 3.1 | There were no matters arising. |
| **4.0** | **Reports** |
| 4.1 (i)  | **Chairperson:** Chris James informed the committee that there had not been an IHEEM Chairpersons meeting since the last meeting.There was no update regarding the Branch identity and making the Southern IHEEM Branch page immediately recognisable for the region since the suggested map which showed the Southern Branch area. Regarding site visits, Chris reminded the committee that he can arrange for Mark Maffey to give us a guided a tour of the new 70 bed in-patients.Ahmarra door solution have offered us a tour of their factory in Havant, showing us doors in manufacture along with seeing their finished products in their showroom. They would provide a CPD presentation, and can accommodate between 6 - 30 attendees. |
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| 4.2 | **Secretary:** Neil HaskellInformed the Committee that he had not received any communications. |
| 4.3 | **Treasurer:** Richard HarrisThe Secretary informed the committee that Richard Harris has sent his apologies for not being able to attend this evening’s branch Meeting.  |
| 4.4 | **Council Member:** Richard HarrisThe Secretary informed the committee that Richard Harris has sent his apologies but had provided us with an update following the last Council Meeting which the Chairperson readout. IHEEM will be producing a video regarding compliance for the Manchester conference and the October IHEEM Conference Exhibition has all been agreed and will be published by STEPs.The IHEEM awards dinner ceremony being held in Manchester with a guest speaker has been confirmed as Kevin Kegan.There is going to be a joint event organised with the republic of Ireland in the near future, the date is to be agreed.The IHEEM Head office is currently being refurbished. The work commenced on the 15th July and it is anticipated that the work will take between 3 to 4 months to complete. During this time telephones and computers have been rerouted to temporary offices.Nicola Latham the Business Support Manager retired on the 19th July.The technical panel chairs are due to meet and discuss Strategic Estates Management, Sustainability and Fire.IHEEM Head Office are looking to improve branch engagement this should help both ways.  |
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| **5.0** | **Any Other Business** |
| 5.1 | There was a general discussion regarding membership and attendance at Branch Meetings and if we should consider merging Branches to assist with attendees and appointment of the Branch Officers.  |
| **6.0** | **Date and Time of Next Meeting** Wednesday 25th September 16.00 |
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