



The Institute of Healthcare Engineering and Estate Management

SCOTTISH BRANCH AGM

Chairperson:

Eddie McLaughlan CEng, FIHEEM

Secretary:

Dr Harry S Campbell, CEng, FIHEEM

Minutes of the meeting held on Wednesday 2nd October 2024

Via Microsoft Teams

1.0 Present:

Daniel Dobson	Patrick Morrison	Ian Sandford	Ian Sinclair PRS
Graham Souter	Paul Hogg	Mark Riddell	Jim Wishart
George Walsh	Mark Cunningham	Jonathon Carr	Eddie McLaughlan
John Mclelland	Garry Nicholson	Stuart Ward	Matthew Sinclair
Iain Tinniswood	David Dell	Colin McKie	Colin Gray
Simon Yerron	Bryan Hill	Jim Leiper	Harry S Campbell
	John McEwan AA		Daniel Najdrowski

Apologies:

Robert Allan	John McEwan	Michael Carroll
Graeme Dunn	Ian Sandford	

1.2 Previous Minutes

Jim, was pleased to welcome all members to the meeting and apologised for the connectivity problems preventing the September meeting to go ahead. Therefore, today meeting will be recorded as Scottish Branch's AGM.

The previous of 5th June 2024 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

No change in the Annual Branch Work Plan.

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

3.1 Nominations for Branch Officers for 2025

Jim, informed the branch members that IHEEM's Head Office hasn't received no requests for any members wishing to be considered for Officer positions.

Election of Branch Officers

All the following appointments were proposed by Jim Leiper and seconded by show of hands from branch members present. No objections were raised.

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

Jim Leiper handed over the chair to Eddie McLaughlan.

From the discussion it was agreed by the membership that the role of Deputy Chairperson is required.

Jim Leiper, was proposed and seconded as deputy chairperson by the membership. Eddie, informed the branch that the deputy chairperson Jim will be chairing the November meeting.

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: Eddie McLaughlan

Eddie, thanked the membership for their support and commitment over the coming year. Eddie, expressed that the current officer bearers are the minimum requirement to constitute a branch however, he was looking for additional support from the membership to take up role such as:

- Deputy Chairperson
- Apprenticeship Champion
- Young Person Champion
- Social Secretary

Eddie, gave a brief overview of the roles and requested that the membership consider same and would encourage individual members to put their names forward for one of the said roles.

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. The customary thank letter send out to Graeme Dunn for his presentation on "Oxygen flowrates (MGPS)".

4.3 Treasurer: Robert Allan

In the absence of Robert, Harry Campbell informed the Branch members that the Scottish IHEEM Branch accounts are currently showing £338.17. Eddie McLaughlan give the members an overview of how the Branch accounts operates and the income streams. (i.e. membership and conferences).

4.4 Council Member: Eddie McLaughlan

Eddie, gave a brief overview of the IHEEM and the work that's being carried out in the background. He advised that the IHEEM has established a number of core Technical and Advisory Platforms such as:

Technical Platform	Advisory Platform
<ul style="list-style-type: none">• Decontamination• Electrical• Fire Safety• Medical Devices• Medical Gas Pipeline Systems• Mechanical• Ventilation• Water	<ul style="list-style-type: none">• Strategic Estates Management• Environmental Sustainability

Eddie, inform the branch these platforms are always looking for subject matter experts to sit on these platforms and would encourage any member who is keen to be part of any of these platforms contact the IHEEM Head Office directly who will advise you of the application process.

Eddie informed the Meeting of the following Events:

- IHEEM Healthcare Estates 2024 – Conference, Exhibition, Awards 8 - 9 October 2024. Manchester Central
- IHEEM Mentor Training - Hilton Birmingham Metropole, Pendigo Way, Marston Green, Birmingham B40 1PP on the 8th November 2024
- Healthcare Facility Planning Course 11 – 22 November 2024

5.0 Technical Committee

5.1 (i) Eddie McLaughlan, 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

Request from Iain Tinniswood "obviously the commissioning of water / public health systems has been in the news again recently. I wonder if this is something that would merit a more detailed Technical view / discussion".

Action

Harry Campbell, to speak **Craig Morning** MWMSoc MIHEEM Senior Engineer AE (Water) NHSScotland Assure to tailor his presentation to reflect Iain request.

7.0 CPD Seminars and Events

7.1 (i) The Eddie welcomed and introduced Ian Sinclair and Simon Yerron from PRS- Pathogen Reduction Solutions who presented their technical paper on "Safe Air Recirculation in Healthcare Settings, Improving patient outcomes, energy efficiency and sustainability "

The presentation generated a number of questions and discussion within group.

Eddie thanked for Ian and Simon their time and interesting & thought-provoking presentation, arguing for an innovative approach in safe recirculation of air within a Healthcare setting.

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Action

Harry Campbell, to distribute the presentation and said case study to branch members, & to ensure same are published on Branch's landing page of IHEEM website.

8.0 Any Other Business

8.1 No other competent business was discussed

9.0 Date and Time of Next Meeting

9.1 Eddie thanked everyone for attending and highlighted the next meeting Wednesday 6th November and the anticipated presentation

**“The role of the Authorising Engineer for Water Services”
by Craig Morning MWMSoc MIHEEM Senior Engineer AE (Water) NHSScotland Assure**

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

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).