

 The Institute of Healthcare Engineering and Estate Management

SOUTHERN BRANCH

|  |  |
| --- | --- |
| **Chairperson:** | **Honorary Secretary:** |
| Chris James, I.Eng, MIHEEM  | Neil Haskell, MIHEEM |

**Minutes of the 405th Meeting held on Wednesday the 25th September 2024, held**

**Virtually.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.0 | **Present:** | N Haskell | M Keating | D Chaplin |  |
| S Nicol | C James |  |  |
|  |  |  |  |
|  |  |  |  |
| **Apologies:** | R Harris |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **2.0** | Previous Minutes  |
| 2.1 |

|  |
| --- |
| The minutes of the 403rd meeting held on Tuesday the 11th June 2024 and the minutes of the 404th meeting held on the 24th July 2024 were both approved. |

  |
|  |  |
| **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 any further update regarding the IHEEM Branch Chair’s forum since the meeting that was scheduled to have been held on the 2nd May that was cancelled, Chris is hoping to hear some positive news imminently.Branch member engagement remains a particular and an ongoing challenge with much reliance on Head Office to promote and publicise local events via the website and membership. The success of this process is demonstrated by the number of attendees at today’s meeting, he would like to take this opportunity to thank the present members for their continued support of the Southern Branch. Chris James reminded the committee of the forth coming IHEEM Annual Conference and Exhibition taking place in Manchester Central over the 8th and 9th October 2024. During this two day event branch officials have been requested to be present on the IHEEM stand to offer members Q&A support, from the Chair’s perspective he will utilise this opportunity to lobby for greater connectivity with HQ and other branch committee members, he would like the opportunity to talk frankly and openly with Peter Sellars and Alison Rayan about local initiatives. The Chair was reminded about previous ask’s of branch members and reference to the following points :-* Discussions are underway to agree a concept for a more representative suite of corporate stationary that can be accessed and freely used by branch committee officials, the local membership and asked for their thoughts on any backdrop themes or images that reflect the Southern Branch (i.e Local landscapes, points of interest etc)
* The Branch has been asked to submit a training and development plan for officials and wannabe officials ahead of April so that they can look to clarify the level of detail for this from Head Office and expressions of interest from members, the Branch Chair will lead this piece of work through members being asked to identify their specific needs.
* How Head Office are keen to promote and insert STEM (Science, Technology, Engineering & Mathematics) ambassadors into committee level of each branch, volunteers from the membership are sought for this key role.

  |
|  |  |
| 4.2 | **Secretary:** Neil HaskellInformed the Committee that he had not received any communications. |
| 4.3 | **Treasurer:** Richard HarrisThe Treasurer has sent his apologies but had nothing to report.  |
| 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 his visit last Wednesdays to the IHEEM’s temporary offices in Portsmouth :-The IFHE was now established as a company in Switzerland, and IHEEM had transferred the office support to IFHE.That the Manchester exhibition space had all been sold out.The Technical Platforms will be holding an open forum on the morning of the 8th of October in the IHEEM area for anyone wishes to ask any questions or seek advice would be welcome.The Twycross Zoo sponsorship was reported as very successful.An Equality, Diversity & Inclusion group has been set up (look on the website for more details)That a new chair has been appointed for the Scottish IHEEM Branch.There is going to be a Health and Safety advisory panel offering assists to Technical Platforms as there will be a lot of overlap between this group and the other Technical Platforms.Dates for future events - 7th& 8th May 2025 - Wales conference8th July - AE conference The Members of the Council visited the HQ to see the refurb progress and Tania Davies advised work was on target and in Budget |
|  |  |
| **5.0** | **Any Other Business** |
| 5.1 | There was no any other business.  |
| **6.0** | **Date and Time of Next Meeting** Tuesday the 11th February 2025 at 15.00. |
|  |  |
|  |  |
|  |  |