

**NOTICE OF A MEETING OF THE BUREAU OF ENGINEERING SURVEYORS PROFESSIONAL
SECTOR COUNCIL**

Wednesday 22nd May 2024, 10.30

**Allianz Office
10th floor Colmore Building
Birmingham
and
Remotely via Teams**

AGENDA

Start: 10.30

	Agenda Subject	Owner
1	Welcome, introductions and apologies.	Chair
2	Actions from previous meeting	Chair
3	Trustee update	DG
4	Head office feedback <ul style="list-style-type: none"> • Report from HO • BES re-election • ES of the year award 2024 	Chair
5	Membership / Professional Registration - Strategy <ul style="list-style-type: none"> • Membership Growth • Route to I Eng 	Chair
6	Contextualised Registration <ul style="list-style-type: none"> • Feedback from NEC conference. 	All
7	CPD <ul style="list-style-type: none"> • 2024 program • Delivery platform 	All
8	AOB	All
9	Date for next meeting	All

1. **Welcome, introductions and apologies.**

Dominic welcomed the group and confirmed approval of the previous minutes, proposed by Dean, and seconded by Vince.

Apologies were received from Kevin Hawkins, Jeff Butchers, and Caroline Hamilton.

Lift EX:

Dominic mentioned that Caroline Hamilton asked if SOE wanted to join forces with SAFed exhibiting at LiftEX. This was agreed and Dominic suggested that SOE and IPlantE also could be promoted on the stand.

Pathway to progress document:

Everyone was advised to read it, as it covers early career progression, CPD, routes to professional registration, and includes testimonies.

[SOE :: Pathways to Progress: Navigating Career Growth in Engineering](#)

2. **Actions from previous meeting**

- a. Outstanding matters will be addressed in this meeting.
- b. No further update on the letter to Parliament. Emma is handling it and will speak with the Engineering Council tomorrow to find a way to forward the letter.

3. **Trustee update**

Current Projects:

- The CPD platform is still under review.
- A professional registration seminar and refresher training were successfully held.

Organisational Developments:

- SOE re-established a relationship with REME.
- Became the first PEI to receive a technical accreditation scheme.
- Social media efforts increased website traffic by 30%.

Staff Changes:

- Recruitment is underway for a part-time website administrator and a full-time business development manager.
- Daniel Moir resigned last month; the Trustee Board are not looking to replace the role. However, Emma Thompson was promoted to Head of Business Operations/Designate Executive Director.
- A new Head of Finance was successfully recruited, with a phased handover planned. Deva will join the team on 24 June 2024.

Current Projects:

- The CPD platform review continues, with some demos completed.
- A successful membership retention plan workshop was held last month with the membership and management team at SOE.
- M&R volunteer training took place, and a CPD audit is in progress.
- Membership includes 5011 registrants out of 12488 members:
 - 1002 Ceng
 - 1235 Ieng
 - 2250 EngTech
 - 364 Cenv
 - 5 REnvP,

- 155 Affiliates.

Membership and Registration:

- IRTE: 7703 members
- IPlantE: 3157 members
- BES: 1089 members
- Operations: 483 members
- Environmental: 56 members

Teams Catch-Up Call - 17/05/2024:

- The call focused on office and staff updates and noted an increase in social media activity.
- An EGM will be held on the Trustee Board Restructure, with both the EGM and AGM postponed by a month.

4. Head office feedback.

- a. Monthly head office report provided by Emma.

Projects update

CPD platform

- MA Business proposal to be presented on 21 May.

Lapsed member campaign.

- Work had commenced on contacting over 400 members whose subscription lapsed in 2023, a further update will be given at the June Trustee Board meeting.

irtec Free into Paid Membership Campaign

- Emails sent to circa 2000 free irtec members advising that free membership is ending in 3 months. So far 9 have expressed an interest in joining as paid members.

Regional access to data

- A timeline of tasks has been put into action, aiming to complete early June

CV Show

- 2024 Commercial Vehicle Show sold 14,057.11 sqm (91.3% of available space).
- Positive feedback, especially for the new Destination Net Zero area.
- Several truck manufacturers returned after a long absence.
- Many exhibitors are considering booking for 2025.
- Seminar Theatre was less successful and needs review.
- Numerous Forms of Intent received from potential exhibitors.
- 2025 Show launch planned for early June.

Professional Standards

- Lapsed and irtec free membership campaigns underway.
- Meeting with REME on 30th to cross map Recovery Mechanic training to EngTech competences.
- Working with TIP Group on approval of their Training Academy – beginning with CPD Approval and exploring opportunities for EngC/irtec routes.
- Sourced mentoring software – now polling membership to gauge interest.
- EngC Risk Register deadline – 24 May 2024.

Membership and Registration Activities

- CV Show – 49 membership and registration leads followed up, 15 members signed up, 7 of these are paying members
- Reminder email sent to 1328 members, 822 emails opened
- The TIC academy has joined as a Corporate Partner and want SOE to approve their training courses
- On going work with HSB has resulted in a paper being published to all HSB employee stating that SOE BES will be the preferred PEI to register staff. PR opportunities forthcoming.

b. BES election

Action: Dominic to compile the names, notes, and proposals by mid-June and distribute them.

Ian confirmed that the constitution of the BES Professional Sector Council ideally should be:

7 elected members:

2 current coopted members serving for 2 years.

3 coopted members serving for 1 year.

Dominic would confirm who will be the remaining coopted for the year.

Elections will take place this year in October and will coincide once the EGM has happened in July.

Action: Dominic to review the current committee and report back to Emma and Ian.

c. Engineer Surveyor of the year award 2024

There are several award categories, including Engineer Surveyor of the Year.

Action: Dominic to send the team the link to the various categories for distribution throughout their business. [SOE :: SOE Safety and Resilience in Engineering Awards 2024](#)

The Engineer Surveyor of the Year award now has requirements, such as the individual needing to be professionally registered.

Safety and Resilience Awards is in October, last date for submission is 15th July, there will be a need for a meeting to be put in place to allow time to judge this.

Rob and Caroline to be included within this group.

Action: Emma to confirm with Caroline regarding SAFed sponsoring the nomination with a case prize.

5. Membership/professional registration- strategy

a. Membership Growth

Discussed strategies to increase membership growth and are considering implementing Lift EX to achieve this goal. Seeking more invitations to technical shows. Engagement with the big five organisations isn't bringing in the desired numbers, whereas mid-size organisations are proving more effective.

Discussed the challenges related to the value proposition for members. Many members contribute little to the institute beyond their fees. We need to convince people of the value of membership and address their concerns about the application and registration

process.

There is a greater need to speak with companies like Allianz, Zurich, and Unite to discuss additional memberships and the possibility of them covering the costs for their members.

b. Route to IEng

SAFed are in receipt of a number of copies of pathways to progress guide and will be taking these to any events / exhibitions in the future.

6. Contextualised Registration

a. Feedback from NEC conference

There was a greater intake at this year's NEC conference compared to previous years, with a significant focus on competence.

Caroline Hamilton's main thoughts:

Felt the aim is to be seen as the new regulator engaging with the sector, building on the event from March 2023 and sounding very much like there will be an event again next year.

All speakers acknowledged that there is lots of work still to do, including secondary legislation and guidance.

Industry has a part to play but it is recognised that leaving it to industry without reasonable legislative or structure otherwise could see a race to the bottom.

Big focus on competence and information – finally acknowledged there are sectors (like high hazard for safety cases i.e. information needed to have sound understanding of your site) but still a reluctance (lack of understanding??) of the fact the TIC sector has been deemed 'competent' for a long time and we could really assist.

Caroline has a meeting with one of the industry group leads on competence – will report back next time.

Dominic expressed concerns about the BES regional event. The general feedback suggests a preference for face-to-face contact. He proposed holding the sessions at SOE offices in London and streaming the event online for those unable to attend in person.

Action: Dominic will confirm the date and communicate it to Emma. Planning for scheduling in September, there will be a requirement for onsite IT support in case of any issues.

7. CPD

The CPD portal is still not operational. Dominic advised the team to continue using a spreadsheet for our CPD. As mentioned earlier in the meeting, various CPD platforms are being explored to assist members with logging their CPD more efficiently.

- a. 2024 program
- b. Delivery platform

8. AOB

Funds available for those under the benevolent funds who are members, further information is available on the website.

9. Date for next meeting

20th August- SOE, 22 Greencoat Place, London, SW1P1PR & teams