

# City CPD Club 2020

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RIBA Members receive a 50% discount  
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of up to £300

Norwich /  
St Albans



Chartered Institute of  
Architectural Technologists

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## The RIBA Core Curriculum and your Continuing Professional Development

The 10 mandatory RIBA CPD Core Curriculum topics respond to the skills our members need to practise architecture, now and in the future.

The topics listed below, will help you maintain competence, update your knowledge, acquire new skills, future-proof yourselves and your businesses and deliver socially purposeful architecture.

### Requirements for RIBA chartered members:

- 35 hours of CPD input per year: at least 50% should be 'structured' learning e.g. seminars
- 20 of the 35 hours should come from the 10 RIBA CPD Core Curriculum topics

## RIBA Core Curriculum topics

Use the chart below as guidance when referencing the RIBA Core Curriculum topics.

1. Architecture for social purpose
2. Health, safety and wellbeing
3. Business, clients and services
4. Legal, regulatory and statutory compliance

- Record your CPD online for evidence of compliance
- Award at least 100 points to the annual CPD activities carried out

### The benefits the RIBA City CPD Club brings when you join:

- The City CPD Club 2020 programme immerses you immediately in the RIBA Core Curriculum
- The seminars cover the 10 Core Curriculum topics and provide the minimum two hour annual requirement per topic
- The calendar enables you to plan your CPD days in your diary well in advance
- The 10 events are organised over four days only, concentrating the time dedicated to achieving your annual CPD requirement

- The schedule offers an innovative programme of seminars and workshops delivered by industry experts
- For further information and advice, please contact [riba.cpd@riba.org](mailto:riba.cpd@riba.org)

**Record your CPD activities on the RIBA's new mobile friendly platform.** You can record on your mobile at the end of a CPD session, or wherever and whenever is convenient for you. Recording your CPD on this platform is an obligation. It allows you to demonstrate your competence and professionalism, in order to maintain your chartered status. We regularly audit records to check compliance.

**Get started at the My Account area on [www.architecture.com](http://www.architecture.com)**

5. Procurement and contracts
6. Sustainable architecture
7. Inclusive environments
8. Places, planning and communities

9. Building conservation and heritage
10. Design, construction and technology

Seminars	Core Curriculum topic covered	1	2	3	4	5	6	7	8	9	10
1 Equality, Diversity and Inclusion: policy, strategy and delivery in business		✓		✓	✓						
2 Fire safety design: active and passive fire protection			✓		✓				✓		
3 Business resilience: managing a business in uncertain times				✓	✓	✓					
4 Design risk management: design coordination and the challenge of culture change			✓	✓	✓						
5 Managing client relationships: how effective communication and documentation leads to successful projects				✓	✓	✓					
6 Embedding sustainability into the RIBA Plan of Work				✓			✓				✓
7 Inclusive design for external built environments		✓						✓	✓		
8 Place making, what's the future of place?			✓					✓	✓		
9 Energy retrofitting historic buildings					✓		✓			✓	
10 An architect's guide to designing out terrorism			✓		✓						✓

# City CPD Club 2020

## Venues, dates and timings

Please refer to the email confirmation sent prior to each event for directions to the venue, parking access and detailed programme of the day.

### Norwich

Norwich Assembly House, Theatre Street, Norwich,  
Norfolk, NR2 1RQ

#### Thursday 19 March

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9.30am-11.30am	Design risk management
11.45am-2.30pm*	Equality, Diversity and Inclusion in business
2.45pm-4.45pm	Business resilience

#### Thursday 25 June

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9.30am-11.30am	Energy retrofitting historic buildings
11.45am-2.30pm*	Embedding sustainability into the RIBA Plan of Work
2.45pm-4.45pm	An architect's guide to designing out terrorism

#### Thursday 1 October

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9.30am-12pm	Inclusive design for external built environments
12.45pm-3.15pm	Fire safety design

#### Thursday 19 November

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9.30am-12pm	Managing client relationships
12.45pm-3.15pm	Place making, what's the future of place?

\* Includes 45min lunch break at 12:45pm

### St Albans

St Albans Museum + Gallery, Town Hall, St Peter's Street,  
St Albans, AL1 3DH

#### Thursday 6 February

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9.30am-12pm	Fire safety design
12.45pm-3.15pm	Inclusive design for external built environments

#### Thursday 30 April

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9.30am-11.30am	An architect's guide to designing out terrorism
11.45am-2.30pm*	Equality, Diversity and Inclusion in business
2.45pm-4.45pm	Business resilience

#### Thursday 10 September

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9.30am-12pm	Managing client relationships
12.45pm-3.15pm	Place making, what's the future of place?

#### Thursday 15 October

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9.30am-11.30am	Design risk management
11.45am-2.30pm*	Energy retrofitting historic buildings
2.45pm-4.45pm	Embedding sustainability into the RIBA Plan of Work

\* Includes 45min lunch break at 12:45pm

# Seminars

## 1 Equality, Diversity and Inclusion in business

Diversity and Inclusion relies on the principle of equity, is underpinned by legislation and delivers social and business value. This interactive seminar will enhance your understanding of ED&I, whilst also providing greater awareness of its legal and business case. It will help you identify tools to review and update your strategy and discuss initiatives for impact.

This session will provide an introductory overview which will enable you to make a difference within the context of both small and large organisations. Providing an improved understanding of the tripartite nature - knowledge, behaviour and attitude, you will be able to explore and prioritise actions and identify a pathway to measurable and sustained improvement.

The seminar will cover:

- UK Equalities legislation; the implication for individuals and businesses
- Business value and wider benefits
- Inclusive leadership
- Assessing your context
- Unconscious Bias
- Formulating a strategy
- Policies
- Difficult conversations and workplace culture

### Teri Okoro TOCA

Dr Teri Okoro is director of TOCA, a design and project management consultancy. Dual qualified as an architect and chartered project professional, she is a fellow of both RIBA and APM, the Chartered Body for the Project Profession. Teri sits on the Diversity and Inclusion Panel of the Construction Industry Council and has over twenty years' experience of leading on diversity and inclusion in practice and strategically at board level. An inclusion influencer and strategic change advocate, she authored APM's thought leadership paper on diversity and inclusion as well as writing and presenting extensively in the UK and internationally.



## 2 Fire safety design

The government intends to implement those recommendations outlined within the Independent Review of Building Regulations and Fire Safety led by Dame Judith Hackitt, in England. In this seminar, you will learn about appropriate fire safety design primarily for residential buildings, covering:

- The new regulatory environment, including the roles of the Dutyholders and the proposed new role of Accountable Person

- The role of the new Building Safety Regulator and the three Gateway points
- The RIBA Plan of Works overlay for fire, including the need for a holistic approach to fire safety involving active and passive measures, and how this forms part of the Golden Thread of key information available throughout the lifecycle of the building
- The implications of the ban on combustible materials on the outside of buildings
- Key elements of fire science, enabling you to understand the five phases of fire, how building products react to and resist fire, and how these factors might impact on a particular building design
- Where to gain additional knowledge of passive fire protection
- Key information on passive fire protection, including fire-stopping, cavity barriers, fire doors, fire resisting glazing, fire resisting ducts and dampers
- Information required under Building Regulation 38 and handover
- The need to provide for maintenance of fire safety systems in fire design

**Niall Rowan**  
**Association for Specialist**  
**Fire Protection (ASFP)**

Niall has worked in the fire safety sector since 1979, managing Warringtonfire's testing laboratories in the early 2000s. During this time, he drafted the first 12 European fire resistance standards for CEN and was president of EGOLF, the European organisation of fire laboratories.

In 2009, Niall became the ASFP's technical officer, responsible for the *ASFP Colour Books*, the *ASFP Guide to Passive Fire Protection for Fire Risk Assessors* and others. Providing leadership to the ASFP, Niall became the CEO in 2018, currently spending much of his time working on the initiatives arising from the Grenfell Fire and the Hackitt review of the Building Regulations.



This seminar will provide you with helpful and practical tips on running a successful practice and is targeted at both experienced and less experienced practitioners.

Whether the practice wishes to grow, move into new sectors, or simply maintain its current operation, this interactive session will explain why a plan is important, covering the following:

Internally focused concerns: operational factors:

- Your business and future aspirations
- Understanding your strengths and the possible threats
- Impact on working capital and cash flow at times of growth and recession
- Using practice data to maximise profit
- Your business plan, implementation and monitoring
- Your office team, using unique skills
- Planning for uncertainty, considering resilience

Externally targeted issues:

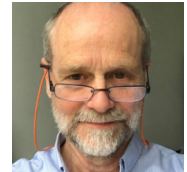
- Understanding your markets and trends, maintaining a competitive edge
- New sectors, diversification of service, opportunities and risks
- Increasing your profile, targeting changes in perception
- Getting the message out there and using social media

Implementing and monitoring the plan:

- This CPD will focus on "How you can achieve your targets and build in resilience", using case studies with an interactive exercise and helpful tips

**Peter Farrall**  
**University of Liverpool**

Peter is an architect with 25 years' experience as a partner at a small multidisciplinary firm of architects and quantity surveyors, Design Group Chester (DGC). In 2015, he became a full-time member of the academic staff at Liverpool University School of Architecture, where he is responsible for delivering practice management lectures and running the fourth year of the MArch programme.



Prior to joining DGC, Peter worked for a number of larger practices in the North West. He is closely involved with the RIBA, President Emeritus of the Liverpool Architectural Society, and has served on the National Council.

### 3 Business resilience

A successful firm of architects needs to balance the delivery of high-quality architecture with the careful management of the business. In times of uncertainty, the fast pace of modern practice can sometimes make it difficult to see the big picture and consider future opportunities and threats.



## 4 Design risk management

This seminar will give an overview of building and life safety for architects on small projects and will look at examples of risk and liability, regulatory oversight and competence in practice. Focusing on different procurement routes and construction contracts, the seminar will address key examples of design co-ordination, fire, contract administration, risk, negligence, contracts, liability, quality control, specification of materials, transfer of design responsibility, inspection duties, practical completion and practical issues facing architects.

The seminar will focus on the following issues:

- Building a Safer Future Consultation Report
- The Hackitt Review
- The report of the independent inquiry into the Construction of Edinburgh Schools
- Inspection duties
- Practical completion
- Construction contracts
- Hazards and risks
- Risk management
- Regulatory oversight
- Design coordination and the challenge of culture change
- Practical examples on site for small scale projects

### Matthew Cousins Sense Studio

Matthew is a RIBA chartered architect and expert witness at Sense Studio in London. He has wide ranging experience as an architect in practice. Matthew is a visiting lecturer at Westminster University and a professional studies advisor at the University of Cambridge. Matthew is a RIBA expert member in the RIBA Regulations and Standards Advisory Group and is the author of the *Architect's Legal Pocketbook*.



## 5 Managing client relationships

When dealing with the many varied tasks that running an architectural project entails, it is easy to focus on getting the job done ahead of communicating effectively with your client or keeping on top of your project documentation.

At best this can lead to confused, anxious or unhappy clients; at worst to the breakdown of the working relationship, unsuccessful project outcomes and the associated legal or financial repercussions that may follow.

Using practical and actionable guidance, this seminar will demonstrate how effective communication and project documentation can be used as positive tools for managing the client

experience, resulting in improved project success and practice efficiency.

Specifically, this seminar will look at:

- Methods to recognise potentially negative aspects of the client/architect relationships and strategies to turn them into positive ones
- Listening techniques to aid effective communication, better understand clients' needs and create meaningful briefs
- Examples of how to use the brief as live project document, to communicate and map changes in projects, and how this can inform future projects
- How to recognise and utilise the appropriate real time dispute avoidance methods and mitigation strategies during the currency of a project to enable timely and cost-effective project delivery by maintaining relationships within the project team
- The function and key principles of professional services contracts and how they can be used throughout a project as a framework for client management.

### Jane Middlehurst Poulsom Middlehurst

Jane is a RIBA chartered architect and RIBA client adviser who has been working with, and learning from clients for the past seven years through her architecture practice Poulsom Middlehurst. Her first experience



of guiding clients through the architectural process led to the creation of HomeNotes, a client advice service providing support through group workshops, online learning and one-to-one consultations. Jane is passionate about understanding the client experience and using this as a positive influence to improve the architectural process. She is an experienced speaker, delivering group workshops, online webinars and external talks.

**Mark Pritchard**  
**Howard Kennedy**

Mark is a solicitor and construction specialist for Howard Kennedy with over ten years' experience in high profile and complex dispute resolution. He advises members of the construction industry on risk during the lifespan of a project, from initial procurement to the settlement of disputes during the project and after completion. He has clients across the construction industry, including architects, structural engineers and quantity surveyors, as well as corporate and institutional clients, from national house builders, international energy companies, banks and other law firms. In addition to his experience in real time dispute resolution, he has conducted complex litigation in the TCC, Administrative Court and Court of Appeal. He has lectured within his industry and externally to clients on construction matters, particularly around risk and dispute avoidance.



## 6 Embedding sustainability into the RIBA Plan of Work

This seminar will provide guidance on how to develop and manage sustainability strategies for construction projects, using the RIBA Plan of Work, from inception to operation.

The approach to setting sustainability objectives, with a focus on outcomes, will be applicable to both new build and refurbishment projects. Reference will be made to the recent review of the RIBA Plan of Work to show how architects and other professionals can establish project sustainability goals, implement a sustainability strategy, review the handover process and monitor intended outcomes. Examples will be given for evaluating energy/carbon targets, climatic design, resilience, water/waste management, material sourcing and wellbeing factors.

This session will be delivered by a member of the RIBA Sustainable Futures Group that has been working on the integration of sustainability into the Plan of Work and will include case studies and an interactive session. Whole life evaluation of projects will be considered and the training will be relevant to projects and developments of various sizes.

**Ashley Bateson**  
**Hoare Lea**

A chartered environmentalist with over 20 years' experience in sustainable design and planning, Ashley is the head of sustainability at Hoare Lea and works on a range of projects, from individual building refurbishments to masterplans. He is active in post occupancy evaluation and has research interests in zero carbon development and the impact of building design on the health and wellbeing of occupants. Ashley is active in several industry groups including RIBA Sustainable Futures Group, CIBSE Technology Committee and UK-GBC Advancing Net Zero Steering Group. He sits on design review panels for the Design Commission for Wales and the Cambridge Quality Panel.



**Craig Robertson**  
**Allford Hall Monaghan Morris**

Craig is an architect, researcher and teacher with expertise in environmental design and engineering. Prior to joining AHMM, Craig led architectural projects in the education, commercial and housing sectors before moving into academia. He completed his PhD at the UCL Energy Institute focusing on the potential for energy consumption information to inform and



justify strategic and detailed building design decisions. Craig is responsible for AHMM's sustainability agenda and leads the building performance team, which supports designers with performance analysis, environmental input, post occupancy evaluation and research. Craig's current research focusses on the relationships between architecture, performance, place and investment.

## 7 Inclusive design for external built environments

This seminar will consider how the external built environment, including streets, landscaped areas, the approach to a building and the spaces between and around buildings, can be designed, built and managed to achieve an inclusive environment. The most recent publication of *BS 8300:2018: Design of an accessible and inclusive built environment* includes a separate code of practice, which exclusively considers the external environment. It includes aspects of the wider external environment that were not covered in the original standard, particularly in relation to the external public realm. This seminar will explore the importance of this link in the access chain and how public realm, streets and approaches to buildings are vital in ensuring safe, dignified and independent access to services and facilities for all building users. This interactive seminar will cover:

- Navigation, orientation and way finding: inclusive of signage and lighting
- Public transport infrastructure: bus and tram
- Parking provision: on-street and off-street, cycle parking, electric vehicle charging, setting down and picking up points
- Approaches to and around buildings
- Access routes: hazards, surfaces, obstructions
- Public facilities: seating, landscaping, art, public realm, shared space principles

### Caroline Lewis Access Design Solutions

Caroline is co-director of Access Design Solutions. She has provided inclusive design advice within built, pedestrian and transport environments for the past 20 years in both the UK and Australia. Qualified as a town planner, she is a member of the National Register of Access Consultants and a built environment expert at the Design Council. As a BSi and ISO committee representative, she is also recognised for her policy and standards work.

Major clients have included Sydney Opera House, advising on a wayfinding strategy, and Barclays Bank regarding accessibility requirements for an assisted self-service device.



## 8 Place making, what's the future of place?

What are the diverse futures of place? The role of design is important in creating places and delivering homes for the future. The interactive and informative seminar will be offering an understanding of the cultural, social and environmental challenges of shaping places.

During this seminar, there will be discussion of how you, as architects, can broaden your knowledge to integrate public realm, movement planning and urban design in your practice and/or work collaboratively with other disciplines and communities. In detail, the seminar will offer the following:

- Test how the NPPF and the forthcoming PPG on design can offer a better platform for architects to lead and contribute to positive place shaping
- Explore how drivers such as climate change, health and demography will inform place in the future
- Offer case studies and expand upon recent RIBA national initiatives such as Design Matters and Future Place
- Discuss opportunities to work together to strengthen expertise about the policies, tools and processes that can shape places such as design frameworks, codes, design guides, charrettes and national standards



- Explore case studies from the RIBA's Design Matters and Future Place initiatives, Public Practice, the national Design Network and more

### Annabel Keegan PJA

Annabel is a qualified urban designer and transport planner with a background in architecture. She has over eighteen years of experience in multidisciplinary consultant teams, specialising in the delivery of design-led projects. Annabel is currently a member of numerous national design review panels and is a BFL12 assessor. She leads the Birmingham Urban Design team at PJA and is involved in a range of project types from residential master planning to developing innovative street and public realm designs. Annabel is practically minded and passionate about achieving synergy between movement planning and urban design and can bring this experience to the training sessions.



treat buildings. Although a range of deep energy retrofit strategies and standards have evolved like Carbon Lite, EnerPHit and Energie-Sprong, there is no one-size-fits-all solution with historic buildings. Projects are often limited by materials, construction, the condition they are in or existing structure.

Successful energy retrofits are about striking the right balance. Understanding the opportunities and benefits in terms of energy savings, comfort, wellbeing and related costs for each individual measure is key to allowing designers and clients to make informed decisions. On an item by item basis, this seminar will illustrate the key energy saving opportunities within existing buildings and how to tailor a retrofit master plan. Knowledge will be shared based on completed examples, including deep energy retrofits to EnerPHit, Carbon Lite and Energie-Sprong standards.

This seminar will cover the following:

- What retrofit standards are out there and what's the difference
- What design tools to use, good practice guidance and industry standards
- How to avoid the pitfall: potential risks from insulating historic construction and best practice guidance relating to rising damp, condensation and radon
- On an item by item basis, comparison of which measures have the greatest impact on heat loss, comfort, costs and energy saving
- Potential impacts and benefits for ventilation, air quality, humidity, mould and wellbeing

### Tomas Gaertner SE3D

Tomas is a chartered architect and a director of SE3D, a RIBA chartered practice specialising in human centered, high performance, healthy design. Having specialised exclusively in low energy building design rooted in building physics throughout his career, Tomas was involved in a range of deep energy retrofits to Carbon Lite, EnerPHit and Energie Sprong standards.

He is a founding director of the Building Biology Association, a certified Passivhaus designer and building biology consultant IBN and a regular speaker at RIBA and Green Register events, the UK Passivhaus conference and Ecobuild.



## 9 Energy retrofitting historic buildings

80% of the current building stock will still be in use in 2050. To meet the UK's carbon targets, an estimated twenty-five million existing homes will need to be energy-retrofitted over the next 30 years, including historic, listed and other hard to

# 10

## An architect's guide to designing out terrorism

There is nothing new about terrorism in the UK and we have learnt a lot from its history over the past 100 years and beyond. This seminar will help you understand terrorism and terrorist tactics, allowing you to make decisions that could save lives.

This interactive seminar will provide an explanation of the current terrorist threats and how they may evolve in the future. Using case studies of actual attacks and exemplars across a range of typologies and scenarios, as well as original videos demonstrating how attacks have been planned and executed in the past, this seminar will focus on how building design, products and processes can be used to reduce opportunities for terrorist's activity, as well as casualties should a terrorist attack occur.

The seminar will include sections on:

- Blast, and how good design can mitigate the effects
- Glazing types to reduce casualties
- Understanding hostile vehicle mitigation
- Building lockdown
- Design measures e.g. mail rooms
- Protecting heritage buildings

A multi-media terrorist attack will be played towards the end of this seminar, where you are encouraged to come up with design solutions that could prevent or reduce casualties and injuries had this scenario been real.

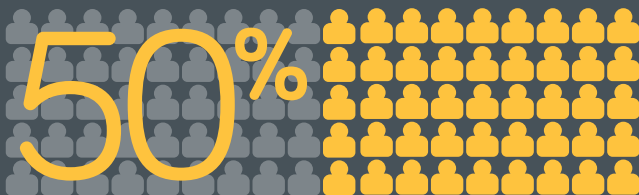
### Chris Phillips IPPSO Ltd

Chris is a consultant, speaker and recognised counter terrorism expert. He has written articles and is a commentator on policing, security and counter terrorism on all the main media outlets. He is a very experienced trainer. As head of the NaCTSO he was responsible for the crowded places protective security project. The role involved providing counter terrorist advice to the crowded places sector, including architects, hotels, stadiums, shopping centres, visitor attractions and licensed premises.

Chris is a graduate of the City and Guilds, a fellow of the Security Institute (Syl) and a fellow of the Chartered International Institute of Security and Crisis Management (CiiSCM).



# Seminar fees and how to book



**RIBA MEMBERS  
RECEIVE A 50%  
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COMPARED TO  
NON-MEMBERS**

## Fees

### Club Ticket (four days)

- **RIBA/CIAT members**  
£300 + VAT
- **RIBA Chartered Practices**  
£412 + VAT
- **Non-RIBA members**  
£600 + VAT

### Pay-as-you-go Ticket (single days)

- **RIBA/CIAT members**  
£108 + VAT
- **RIBA student members**  
£50 + VAT
- **Non-RIBA members**  
£216 + VAT

## Booking and payment

1. Book your Club Ticket online at <https://bit.ly/cityclubbooking2020>  
You will receive immediate confirmation of your booking. An invoice stating all payment methods will follow.
2. Alternatively, you can request a booking form from your regional office at [riba.east@riba.org](mailto:riba.east@riba.org)

All delegates will be issued an email containing further information and directions approximately 7 days prior to the event.

For pay-as-you-go bookings go to [www.architecture.com/WhatsOn](http://www.architecture.com/WhatsOn)

### Information/Queries

If require more information or have any queries, please contact **RIBA East** on **01223 566285** or email [riba.east@riba.org](mailto:riba.east@riba.org)

## Two ways to book

- **CPD Club Ticket:** one single booking for all 10 seminars (four days)
- **Pay-as-you-go:** purchase single days individually

## Club ticket Benefits

The City CPD Club Ticket provides a great-value, structured approach to training for architects and other construction professionals, helping them to meet their CPD obligations.

City CPD Club Ticket holders benefit from the following:

- A significant saving of up to £132 compared to pay-as-you-go day tickets
- One single booking for the Club Ticket that lasts 12 months
- One place at each of the 10 City CPD Club events
- Documentation, refreshments and lunch at each event
- Over 20 hours of structured CPD covering the Core Curriculum
- Two hours per Core topic being the minimum training required annually
- When joining City CPD Club as a RIBA chartered practice, any staff can attend the seminars, whether they are a RIBA chartered member or not

**Terms and conditions** • CPD Club Tickets are non-refundable • CPD Club Tickets can be held by an individual or a practice • It is the ticket holder's RIBA membership status which determines the rate • If a CPD Club ticket is purchased by an RIBA Chartered Practice, they will be charged the RIBA Chartered Practice rate and the practice can send one member of staff per event on that ticket • If a CPD Club Ticket is purchased by a practice which is not an RIBA Chartered Practice, they will be charged the Non-Member rate regardless of the membership status of the delegate(s) attending • Invoices are payable within 30 days • If you are unable to attend any seminar, or wish to substitute the delegate(s) or venue, please inform your regional office at least 48 hours in advance • Delegate substitutions are permitted at any time for Club Ticket holders if they have joined as a practice • Delegate substitutions are not permitted for Individual Member Club Ticket holders • In the unlikely event that the RIBA has to postpone an event, a new date will be rescheduled as soon possible. No refunds or compensation will be issued in this instance • We may contact you regarding future CPD events • The RIBA accepts no responsibility for the views or opinions expressed by speakers or any other person at the event • A photographer will cover this event and the images may be used to publicise future RIBA events • The personal data you provide is managed by Eventbrite in order to provide a better service. RIBA staff process the data at all times • The details you provide will be processed in line with the RIBA's GDPR obligations. For information on how we handle your personal data please see our Privacy Policy on [architecture.com](http://architecture.com)

# City CPD Club 2020

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### **Front cover image:**

Goldsmith Street, RIBA East Award 2019  
winner for Mikhail Riches with Cathy Hawley.  
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