



MINUTES

Group:	Date:	Prepared by	File
Leicestershire CIEH Branch Executive	2 nd February 2010	G J Mandora	Minutes
Distribution:	All Branch Executive Members		
Time/Venue:	14.30pm at Leicester CC Offices, New Walk Centre, Leicester		
Present:	Govind Mandora (GM); Susan Simmons (SS); David Gould (DG); Elaine Bird (EB); Richard Chubb (RC); Judith Cox-Rogers (JCR); Victoria Smith (VS)		
1.	Apologies: Stuart Birch, Sue Price, Natalie Moore		
2.	Minutes of Last Meeting – 15th Oct 2009 The minutes were accepted as a true record.		
3.	Matters Arising 1) Social Event. Elaine to send out questionnaire by email in February so gauge members views. Action: EB 2) S Bidwell, Regional Business Support Officer to be invited to April meeting. Action: GM		
4.	Expressions of interest None		
5.	Correspondence/Emails received by Secretary 1) Email from Sharon Smith on CIEH consultation re a) roles/responsibilities and b) business plan template. Deadline for comments was early March. GM explained this email had only just arrived and so he would circulate it with the minutes as it also had a lot of attachments. Action: GM 2) Email Russ Howell – Wanting Ros Seal’s contact details so that Northants Group could have a similar talk. GM has passed on details. 3) Mixed response about the change in names of the Sub-Committees. Some had already started using it and others felt it was not suitable for the Group & wished to continue using existing names. Steve Bruce to provide more information/background regarding this that can be passed onto the Sub-Committees. Action: SB		
6.	Members Forum/Annual General Meeting <u>2009 Members Forum/Annual General Meeting Feedback</u> All agreed that the venue, speakers and refreshments were excellent. Both speakers provided very insightful and illuminating presentations that were well received by all. Copies of the fireworks talk had been requested and circulated. The layout of the day with AGM, then speakers and then lunch also worked very well. <u>2010 Members Forum/Annual General Meeting</u> This was to be discussed more at April meeting. One suggestion was to hold it with one of the 5+1 training days as no speakers or lunch would need to be organised.		
7.	Honorary Treasurer Matters: SS stated that end-of-year accounts showed a balance of £731.73 in branch funds currently. Rob Parkinson would audit and confirm. Invoice for AGN catering costs (approx £240) being awaited. The balance was also higher because at the AGM it was decided that the Honorary Secretary, Honorary Treasurer and Technical Sub-Committee Secretaries out-of-pocket expenses would not be paid.		

8.	<p>Centre Information</p> <p>1) The AGM was well attended. This was following 5+1 training at Melton. 2) To consider consultation on BP template and roles/responsibilities. 3) Next meeting on 15/2 – Richard to attend as Leics Rep. Action: RC</p>
9.	<p>CIEH 5+1 Training</p> <p>All agreed that this has very well received with the majority of delegates finding the training useful. The programme is to continue in 2010/11. Contributions from local authorities will be £475 per la. Leics would be responsible for organising a Housing talk. Details to follow.</p>
10.	<p>Matters arising from EH Managers Group/Technical Sub Committees</p> <p><u>EH Managers Group</u> – No representative/feedback available. <u>Food Group</u> – No representative/feedback available. <u>Pollution Group</u> – No representative/feedback available. <u>Health Improvement Group</u> – VS stated that LA representation was very patchy. M grange to be contacted re Leicester rep. The group was organising a calamity kitchen at Children’s Centres for Food Safety Week; appointing a consultant for H&W awards with £20k primary NHS Trust funding; VS is now a trained smoking cessation officer and will sessions; No Smoking day will be visiting canteens in industrial premises to raise awareness. VS to continue attending meetings for continuity reasons as chair of group is now on a rota. <u>Housing Group</u> – Joint-working on DFG’s ongoing but deadlines are now tight; Decent homes ongoing; audit commission re-visiting this week; group also looking at competency matrix. <u>H&S Group</u> – Group met lat week with HSE to look at workplan for 2010/11. Spreadsheet of Leics/Rutland commitments to be completed. Projects on LPG pipelines, sunbeds, car valeting, and a county wide newsletter likely. <u>Pest/Animal Control Group</u> – Last meeting was on 9/12/09 at Charnwood. Benchmarking ongoing. Fees/charges updated; sewer responsibility transfer to Severn Trent ongoing; FOGS initiative for domestic and commercial premises launched by Severn Trent. The needs to be a joint effort with pollution, food and pest control groups involved. Dog Sub-group had issues when owners of dogs were sectioned and Social services/care became involved. <u>Student Group</u> – JCR stated the group had not met recently.</p>
	<p>Any Other Business:</p> <p>None</p>
	<p>Date/Venues for 2010 Meetings</p> <p><u>Branch Exec Meetings</u> 10.00am, 27th April 2010 – Blaby DC (Pavilion Leisure Centre) 14.00pm, 13th July 2010 – Rutland CC 10.00am, 5th October 2010 – Harborough DC</p> <p><u>AGM/Members Forum</u> TBD</p>
	<p>MEEETING START TIME: 14.30pm</p>
	<p>MEETING FINISH TIME: 16.00pm</p>

Exec/Min/2010/Feb