



Nottinghamshire Branch

Hon Secretary

Peter Gibson 0115 9173350

# Minutes

## Meetings of Nottinghamshire Branch Meeting

14 March 2010 Meeting commenced: 14.00; meeting closed at 16.10  
Committee Room 1, Broxtowe Borough Council

### Present

Peter Gibson (PG), Hannah Bigden (HB), Jennifer Lawson (JL), Kevin Nealon (KN), Rosemary Herrett (RH).

	<b>Item</b>	<b>Detail</b>	<b>Action</b>
1	Apologies for absence	Received from Lisa Cobb, Phil Scotney, Barbara Ward (Treasurer)	
2	Minutes of the last meeting	The minutes of the meeting held on 14 October 2009 were agreed as being a true record.	
3	Matters Arising	HB & JL confirmed that they had contacted Nottingham Trent University but had received little response. It was suggested that the branch promote themselves in September when the new batch of 'intakes' arrive to promote local region.  ACTION: Future correspondence with the University for new academic year	PG
4	Correspondence	4 items of correspondence received since 13 January 2010. Including: <ul style="list-style-type: none"> <li>• Future event planned by Derbyshire Branch for 3 June 2010. Details to be forwarded to reps when further information is known.</li> <li>• Regional Conference. Circulated to reps</li> </ul>	

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5	Regional Update	<ul style="list-style-type: none"> <li>• RPG Minutes from meeting 3 Feb 2010.</li> <li>• East Mids Movers and Shakers excel spreadsheet which is required to be completed</li> </ul> <p>ACTION: Circulate RPG minutes and movers and shakers spreadsheet for info / to be completed</p> <p>PG attended a Regional Board Meeting dated 15 February 2010. During the meeting, it was advised that as well as widening the membership (allowing Technical Officers voting status), they had also made it easier for those that wished to re-join (now only had to pay subscription and prove previous years CPD). If insufficient CPD hours, CPD hours must be reached and allowed to rejoin the following year. Next RMB Meeting is 14 May 2010.</p> <p>ACTION: PG to circulate minutes of meeting for information</p>	PG
6	Profession	<p>The group wished to discuss the direction of the profession as comments had been made that the requirements for Voting Status was financial. The group discussed whether the local authorities pay for membership or whether it came out of personal expenses. Gedling, Bassetlaw and Broxtowe pay at least one professional fee. RH confirmed Ashfield does not. RH raised the question as to whether professional fees can be paid by direct debit.</p> <p>ACTION: PG to contact Membership at CIEH and see whether membership fees can be paid by direct debit.</p>	PG
7	Training	<p>The group discussed what training courses should be provided by the branch. Previous minutes had suggested horse riding establishments, drainage and legal courses. As the group were keen to provide training which would be well turned out, PG suggested that the EP, Housing, Food and H&amp;S sub-groups are contacted to determine what training the groups would like to see with the Nottinghamshire branch using finances to</p>	

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		<p>facilitate that training. With the success of the 5 pack+1 training, it was felt that slots would be allocated to balance the training of that role throughout the year.</p> <p>The group agreed that a legal course would also be organised by the branch. DTS Training had previously run legal training for the branch. RH and KN highly recommended Julie Barratt who spoke at the 5 pack+1.</p> <p>ACTION: ALL reps to find out how much their authority charges to host training events (room booking, refreshments and lunch) and advise PG.</p> <p>PG to then contact all Nottinghamshire sub-groups to advise them of resources / costing to include so that training can be offered by the branch.</p>	<p>ALL</p> <p>PG</p>
8	Visits	<p>In light of financial restraints of local authorities, the group agreed to organising visits to places of interest. Various venues were discussed including Donnington Race Track, Rendering Plant, Recycling Plant, Incinerator, Power Stations.</p> <p>PG advised the group that a trip to Nottingham Forest Football Club had been organised. NFFC were able to accommodate a maximum of 20. The group agreed that the maximum number for training events should be taken advantage of. It had been offered to Nottinghamshire branch members (LA) twice before being offered to Derbyshire and NTU students. Out of the 20, 11 people are from Nottinghamshire, 2 people from Derbyshire branch. 7 students from NTU are also attending.</p> <p>It was agreed that future visits would be offered to Nottinghamshire members as a priority before being offered to Derbyshire branch and NTU students.</p> <p>ACTION: Reps to consider places of interest and either contact establishments direct or give PG</p>	<p>ALL</p>

	<b>Item</b>	<b>Detail</b>	<b>Action</b>
9	Student Training	<p>details to contact. Maximum numbers to be obtained by venue prior to circulation of visit.</p> <p>The group recognised the need to provide support / network for Student and GradCIEH members. It was agreed that a list of venues / contact details would be beneficial so that assistance could be sought by members wishing to complete logbook / ELP.</p> <p>ACTION: JL and HB to provide list to PG of requirements of ELP.</p> <p>PG to produce spreadsheet to be distributed round all reps for further information within borough's area.</p>	<p>JL &amp; HB</p> <p>PG / ALL</p>
10	Business Plan	<p>Business plan to be produced by PG encompassing Visits, Training and Student Training to be primary focuses.</p> <p>ACTION: PG to draft and send distribute to reps for comment.</p>	<p>PG</p>
11	Secretary Meeting	<p>PG advised the group that he was unable to attend the Chairman / Secretary meeting on 9 June 2010 due to annual leave. RH said she may be able to attend in place</p> <p>ACTION: PG to contact CIEH regarding substitute / recovery of financial costs and e-mail RH with details</p>	<p>PG / RH</p>
12	Newsletter	<p>Previous branch meeting minutes had discussed a newsletter. Previous newsletter detailed items such as movement of personnel and prosecutions. The group discussed the merits of producing a newsletter and what it should contain, for example, re-structuring of departments, Job Evaluation, etc. although it was agreed that this could produce problems. It was agreed that a survey would be produced by the branch so that members could feedback to the</p>	

	<b>Item</b>	<b>Detail</b>	<b>Action</b>
13	Branch Roles	<p>group about what they would like to see from the branch.</p> <p>ACTION: PG to look into feasibility of setting up online survey</p> <p>PG advised the group that BW was looking to step down as treasurer at next AGM and asked if anyone would like to take over the role. RH advised the group that she may take on the role but wanted further information as to what the role entailed.</p> <p>ACTION: ALL to consider taking on role of treasurer for next year. PG to ask BW what role entails and forward on RH's details</p>	<p>PG</p> <p>ALL, PG, BW, RH</p>
14	Any Other Business	<p>Circulation list. Information was only being cascaded to LA's. Rep's happy forwarding information onto members rather than large circulation list. Retired members and those working in the private sector were not gaining access.</p> <p>ACTION: All reps to continue to circulate information around LA as and when necessary. Group to consider how to provide access to private sector / retired members.</p> <p>Social Gathering. The group considered whether future social gatherings would be appropriate. Item to be raised in survey (see item 12)</p> <p>ACTION: Question to be raised via survey if members are interested in social events</p> <p>Climate Change. Following Gary MacFarlane's presentation at the AGM 13 01 2010, it was discussed whether the group could implement a climate change award for companies with climate change ethics, for example restaurants which used locally sourced ingredients, energy saving, etc. However, it was felt by the group that a consistency for the award would be too difficult.</p>	<p>ALL</p> <p>PG (See item 12)</p>

	<b>Item</b>	<b>Detail</b>	<b>Action</b>
		<p>Qualifications. Concerns have been raised by branch members that the benchmark for Voting Status (MCIEH) was being diluted. It was agreed that the survey would also ask for members views towards the qualification route would be asked, with a view to feeding back to CIEH HQ.</p> <p>ACTION : PG to look into feasibility of an online survey for to incorporate Nottinghamshire branch members opinions</p> <p>Student Rep. The group enquired about a student rep from NTU coming to the meetings.</p> <p>ACTION: PG to discuss with NTU prior to the commencement of academic year.</p>	<p>PG (See item 12)</p> <p>PG</p>
15	Arrangements for next meeting	<p>The next branch meeting was set for the end of June 2010. PG advised the group in the difficulty in arranging members availability and room bookings. Given the small number in the group, meetings make take place in alternative venues, for example, coffee houses.</p> <p>ACTION: PG to confirm Date and Venue.</p>	<p>PG</p>