



Nottinghamshire Branch

Hon Secretary

Peter Gibson 0115 9173350

Minutes

Meetings of Nottinghamshire Branch Meeting

15 September 2010 Meeting commenced: 14.00; meeting closed at 15:45
Newark & Sherwood District Council

Present

Peter Gibson (PG), Lisa Cobb (LC) Hannah Bigden (HB), Jennifer Lawson (JL), Rosemary Herrett (RH).

	Item	Detail	Action
1	Apologies for absence	Received from Phil Scotney, Kevin Nealon, Una Colgan, Barbara Ward (Treasurer)	
2	Minutes of the last meeting	The minutes of the meeting held on 14 March 2010 were agreed as being a true record.	
3	Matters Arising	<p>Student Training. HB & JL brought in an example of the ELP. The group agreed it was not prescriptive and therefore it would be difficult to arrange venues / contact details of experiences.</p> <p>Business Plan. Outstanding item. See item 9.</p> <p>At the previous meeting, the group discussed a questionnaire for Notts CIEH members. The feasibility was good as online surveys are available with no charge. However, given the uncertainty regarding budget cuts / job evaluation / etc. it was felt inappropriate to arrange for a survey at this time.</p>	

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4	Correspondence	<p>4 items of correspondence received since 13 January 2010. Including:</p> <ul style="list-style-type: none"> • Training Event held by Derbyshire branch "The World of Env. Health outside Local Authority". Info had been distributed • PG advised that Nottingham Trent University had put forward their nomination for the Tony Turton Award – PG to draft letter inviting to AGM / BW to organise picture frame and £50 book token • Data Protection instructions from CIEH HQ • BOHS (British Occupational Hygiene Society) Training event. Info had been distributed • Court Visit organised by Derbyshire Branch 	PG / BW
5	Regional Update	<p>Steve Bidwell (Trustee) has collated a profile of East Midlands for EHN. PG advised he would forward to members for info</p>	PG
6	Training	<p>It was agreed by the branch that in light of budgets being unknown, the branch would not commit to any future training courses. Training to be reviewed once departmental budgets have been determined.</p>	
7	Visits	<p>Due to financial restraints, the branch decided that it would continue to seek future visits of interest with low cost. PG advised the group that he had organised a visit to Bramcote Crem. It was also suggested that places like the Sugar Factory and British Gypsum would be good places that would be likely to welcome EHO's.</p> <p>ACTION: Reps to consider places of interest and either contact establishments direct or give PG details to contact. Maximum numbers to be obtained by venue prior to circulation of visit.</p>	ALL
8	Student Training	<p>PG attended a Regional Board Meeting dated 14 May 2010. During the meeting, it was agreed by the RMB members for each branch to offer a student place at the 5 pack + 1. PG advised the group that Notts had not sent anyone to the EP</p>	

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		<p>or H&S seminar and had only 1 student come forward for the student place for the Food. All reps agreed to promote place as much as possible to members either training or completing CIEH professional requirements. It was agreed by the group that, for transparency purposes, names would be drawn out of a hat by the branch secretary.</p>	PG / LC
9	Business Plan	<p>Business plan to be produced by PG encompassing Free Visits / Low Cost Training, Student Support and network opportunities to be primary focuses.</p> <p>ACTION: PG to draft and send distribute to reps for comment.</p>	PG
10	AGM	<p>Following the success of the joint AGM held by Nottinghamshire / Derbyshire branch, it was agreed that Nottinghamshire would look to co-host the AGM with Derbyshire.</p> <p>It was agreed by the group that the branch would try and turn the day into a training day rather than a meeting. Various locations were discussed such as School of Artisian Food, Thorntons or Brackenhurst. Agreed branch secretary to discuss with Derbyshire suitable venue.</p>	PG / LC
14	Any Other Business	<p>PG advised the group that he recently taken up a new position at a Leicestershire authority. As such, he was unable to continue as Branch Secretary for Nottinghamshire CIEH. LC agreed to take on the role</p>	LC
15	Arrangements for next meeting	To be arranged	LC