



Chartered
Institute of
Environmental
Health

**East Midlands
Region
Regional Business Plan 2009**

1. Vision Statement

To lead on issues of environment and health in the East Midlands Region, contribute to positive changes in peoples lives and to achieve this ensure that Environmental Health Professionals in the Region have access to quality, low cost professional development opportunities.

2. 2009 Objectives of the East Midland Region and following 2 years.

To enable all grades of members to network, share best practice and keep abreast of developments in environmental health practice

To ensure that Region members have access to good quality, low cost training to allow annual CPD requirements to be met through Branches and Region, working in partnership with other organisations where appropriate.

Specifically in relation to the above, implement a low cost 5 pack + 1 training programme in partnership with Local Government East Midlands on an annual basis providing 6 training days of CPD for members subscribed to by local authorities and branches within the Region.

To drive towards best practice in the public and private sectors

To contribute to positive change in the East Midlands.

For members to be involved in and contribute to the governance of CIEH and the development of its policies

3. Summary of Objectives in 2008 budget and performance in achieving them.

A key part of the 2008 Business Plan was the recruitment of a Business Support Officer to take forward the year's objectives. Unfortunately that recruitment has not taken place due to there being no applicants for the position and the Region has needed to review its position. However the issues surrounding this year's business plan and budget process have identified a real need for an officer to work with County representatives at Branch and Heads of Service level as well as regionally to properly engage all stakeholders in the process. Further details can be found at the end of the report.

In order that the work of the Region can continue despite this setback, the Region is in negotiation with Local Government East Midlands (LGEM) to work in partnership to provide low cost training in the Region. This low cost training will take the form of 6 one day seminars and will be known as 5 pack + 1. LGEM will be funded to provide administrative support to the process in lieu of a business support officer at this time while Branches identify and organise seminar topics, speakers, etc. Local authorities in the Region will sign up to the project at a proposed cost of £400 each. Currently all 40 local authorities in the Region have committed to the Scheme. It is also proposed that Branches should be able to make a similar commitment to ensure that all of the Region's membership have access to this resource.

In 2008 the partnership with LGEM has already delivered a CIEH accredited Higher Food Inspection Certificate and a day's seminar at Kelham Hall, Newark on Student Recruitment, Placement and Training.

Branches and their technical sub groups continue to provide CPD at a local level.

Key Measures

Number of CPD hours provided within the Region
Number of officers obtaining CPD hours through Region/Branch activities
Cost per Region member

Number of CPD/Training Events 2008 and Membership attendance

Nottinghamshire

AGM and presentation, 3 hours 30 members
2 x Training session(PACE and Stat Nuisance) 6 hours 50 members
Branch Committee meetings x 3, 2 hours, 6 members

Northamptonshire

Food consistency exercise 3 hours 25 members
Audit training 10 hours 16 members
Private Sector Housing – officer training is being sourced externally at no cost
Environmental protection - 3.5 hours 10 members
Branch meetings x 2 4 hours 10 members
AGM 3 hours 35 members

East Midlands Region

ELP/logbook workshop 5 hours 20 members
Butchery course 5 hours 15 members
East Midlands Regional Conference 9.5 hours 80 members
CIEH Roadshow

Leicestershire & Rutland Branch

Food Allergies Training 6 hours 15 members
Approved Premises Training 6 hours 15 members
Traceability 6 hours 15 members
Food Enforcement Peer Review 7 hours 25 members
Contaminated Land Training 6 hours 10 members
Noise at Work Training 6 hours 25 members

FIT3 Training 12 hours 15 members
New Housing Leg. 6 hours 20 members
Members Forum 3 hours 75 members
EH Managers Meetings x4 6 hours 10 members
Branch Exec Meetings x4 6 hours 10 members

Derbyshire Branch

AGM & Presentation 2.5 hours 21 members
2 x Branch Committee meetings 4 hours 9 members
1 Branch Meeting 1.5 hours 14 members
1 student visit 2 hours 11 members
1 CPD Training Course 5 hours 35 members (2 more to follow)

Lincolnshire

PACE 6hrs 25 members
Env Protection 6hrs 25 members
Licencing Enforcement 6hrs 25 members
Branch AGM 2 hrs 25 members (Incorporating 1 hour presentation)
1 Branch Meeting (Incorporating 1 hour presentation) 1.5hrs 15 members
2 x low-cost training events 12hrs 70 members

Summary Work Programme for 2009

Regional

5 pack + 1 Training Events in partnership with LGEM with subscriptions from Region local authorities and branches

East Midlands Regional Conference 9.5 hours x 80 members

ELP Logbook Workshop 5 hours x 20 persons

Branches

Members Forums for each Branch 5 meetings x 3hours x 45 members
Branch Committees @ 2 meetings each 10 meetings x 2 hours x 6 members minimum
Branch meetings @ 1 per Branch 5 meetings x 1.5 hours x 15 members
2 x Low Cost training events per branch 10 events x 12 hours x 20 members

Technical sub groups to arrange training as required

Summary of number of members – to be completed by HQ

External paid resource – who and how much budget

Local Government East Midlands to be paid £7,500 + VAT in 2008 and £8000 + VAT in 2009 for administration of the 5 + 1 training project. Income from project to be in the region of £16000 (currently proposed at 40 authorities x £400) from which expenses in relation to room hire, refreshments, speakers etc. are to be paid.

As discussed earlier in the report, our 2008 Business Plan identified a Business Support Officer post which we were unable to recruit to. This post has been reviewed and the Board has agreed that a more professional post is needed to support the Board's work. A Professional Support Officer is required to support and improve the workings of the Region. It is proposed that this officer would be contracted in 2009 for 50 hours work at £30 per hour + subsistence and travelling expenses where required (£3000 total). The function of this officer would be:

- To attend each of the Branch forums to provide Region feedback and support.
- To attend two meetings of the RMB and the Region Forum (including assisting in arranging as necessary)
- Attend at least 4 meetings at Regional Government Level or similar to promote CIEH at regional level.
- Liaise with each of the County Heads of Service Groups
- At least one support visit for each Branch to assist with budget and business plan process.
- Provide support to private sector members.