



Chartered
Institute of
Environmental
Health

**London
Region**

**MINUTES OF THE ANNUAL GENERAL MEETING AND MEMBERS FORUM
OF THE LONDON REGION**

22nd JULY 2009 (12.30pm)

HELD IN THE COUNCIL CHAMBER – ISLINGTON TOWN HALL

PRESENT: **Jenny Douse (in the Chair)**
 Andrew Banfield
 Tony Bride
 Peter Brown (Trustee)
 Peter Carey
 Dave Crookenden (Joint Regions Board Representative)
 Gerry McCarthy (Treasurer)
 Nigel Watson
 Peter Kemp (Secretary)

In addition, other members of the London Region as identified on the Attendance List and those that neglected to sign in totalling 30 Members in all

AGENDA ITEMS

1. APOLOGIES FOR ABSENCE

In the absence of the President of the London Region who attending another meeting and therefore unable to be with us today, Jenny Douse, Chair of the London Region Management Board (LRMB) conducted the meeting.

Apologies have been received from, Steve Miller, Carlene Thomas, Robert Belton, Timothy Bage, Mark Duval and Stephen Donaghy

2. MINUTES OF THE ANNUAL GENERAL MEETING OF THE LONDON REGION INTERIM MANAGEMENT BOARD HELD ON 22nd MAY 2008

Notice of the AGM was circulated to all the London Membership via email. The email indicated that the Agenda for the AGM, copies of the Minutes of last years meeting, Nomination Forms for election to the London Region Management Board and all other relevant documents were available via the London Region web pages on the main CIEH website.

The minutes were approved as a true and accurate record of the meeting.

3. MATTERS ARISING

Peter Kemp briefly updated the meeting on the result of the London Region Business Plan - 2008 evaluation and the savings that had had to be made from the original London Region funding bid to meet the reduced overall spending limits set by the CIEH. He explained that this was more fully covered in the following item on the Agenda, the Chair's Report. He also spoke of the implication this might have for the London Region in 2009.

Jenny Douse, Chair of the LRMB spoke on how the London Region Study Groups were funded and how the larger CPD events were organised and paid for. She stressed the importance of the Study Group meetings as many CIEH organised courses were now becoming too expensive for members. At times the activities of the Study Groups followed peaks and troughs but it was important that the Management Board received feedback from them and some idea of the type of activities they wished to arrange so that the necessary funding bids could be put together.

4. CHAIR'S REPORT

Copies of the Chair's Report were circulated at the meeting and will be available as an attachment to these minutes via the London Region web pages on the main CIEH website. The Chair addressed the meeting and reported on the activities the LRMB and the Study Groups had undertaken during the past year. The main points covered in the Chair's Report were as follows:

The Management Board for the London Region was elected during the Annual General Meeting/Members Forum held on 22nd May 2008 and it met on five other occasions during that year and so far it has also met twice during 2009.

The Management Board was represented at the twice yearly Region, SIG's, Branch Secretaries and Treasurers Meetings held in April and October 2008 and most recently in June 2009.

In November 2008 the London Region hosted the CIEH Roadshow at which the Chief Executive and Departmental Directors outlined their thoughts on where the professional would be heading in the next 10 years and members had an opportunity to raise issues with Headquarters. The Management Board was also given time to make a presentation outlining the profile of the Region and the difficulties it faced in delivering support to the London membership. The meeting was relatively well attended with over 40 members present. There was a frank exchange of views and the Management Board again raised with the Chief Executive and Headquarters the particular problems it has in communicating with the membership in the absence of the promised IT improvements which are due to be rolled out as part of the overdue CRM project.

The 2008 AGM saw the end of the interim management arrangements regarding the setting up of the new Region, Branch and Special Interest Group membership structures and a move to the election of a substantive Management Board responsible for carrying these new arrangements forward.

2008 has been a year of consolidation, building on the experience gained in 2007 in preparing the Region's Business Plan and Budget proposals for 2009 and beyond, while ensuring that the London Region Study Groups are supported and are able to operate with minimal interference from the centre.

The major task undertaken by the Management Board was again the preparation of the Region's forward Business Plan and Budget as referred to above. The activities and planned events for which funding was requested are based on the results of various membership surveys.

These were carried out by the CIEH early in 2006 and previously by the **Greater London** Centre Council and the Association of London Environmental Health Managers (ALEHM). We also seek to gather contemporary feedback via the Study Groups.

These have identified no cost / low cost training to maintain professional competence and satisfy CPD requirements and lobbying as the key issues which concern members in the London Region and the 2009 London Region Business Plan again sought to provide a full programme of training and other events either through its Study Group structure or arranged centrally whilst realising that the worsening economic situation was bound to impact on the funding available to the CIEH to support the Regions, Branches and SIG's.

During 2008 and early in 2009 the Secretary represented the London Region at four meetings of "The Forum". This is the CIEH body responsible for overseeing the Region and SIG business planning process. Representatives of every Region and SIG attend and the Forum's primary role is that of evaluating the Business Plans prepared by the Regions and SIG's against a standardised template. It then makes recommendations to the Resources Committee as to the appropriate level of funding to support the activities and programme of events for members set out in the Business Plans.

Changes to the Forum occurred during the year; a new Chairman, David Purcheon was appointed and a more streamlined system of preparing the business plans and formulating the funding bids and budgets was introduced. Despite these attempts to improve the process the meeting held towards the end of September 2008 to agree the Business Plans and funding bids was deadly with a number of the Regions failing to send representatives and / or business plans and / or budgets.

A few other Regions made submissions but these arrived after the deadline. The London Region was one of the six Regions / SIG's that submitted its Business Plan and Budget by the deadline date of 8th September. As was the position in 2007, the total bids for funding submitted by the Regions and SIG's (£167,143) exceeded the available CIEH funding by over £23,000 (£141,633).

The Forum then proceeded to repeat last years exercise looking for savings and areas where income could be increased and after some hours of debate and argument it was agreed that the following would be recommended to the Resources Committee.

All non-specific "contingency" bids would be removed from BP's where these did not directly relate to CPD activities. No "contingency" sums were included in the London Regions BP so we did not lose any money.

Only the base rate of £2,000 of core funding would be given to those six Regions who had not submitted a business plan and/or budget, ie they all lost their "per capita" element. The London Region Business Plan and Budget were delivered on time so we retained our £2,000 and our "per capita" element.

Further savings were offered by a number of the Regions and SIG's represented at the meeting which eventually brought the final total bid for funding by the Regions and SIG's to £130,511, some £11,122 less than the notional "pot." London Region made no offer of savings and when the London Region Business Plan was reviewed comment was made that we might in fact be underfunded for what we wish to deliver in 2009!

After a long day, the meeting decided that the recommendation to the Resources Committee would be that the majority of the available funding should be distributed to those Regions and SIG's that had made the effort to meet the deadline for submitting their Business Plans and budgets while those that had not, would only receive minimal funding.

For a second year running the Resources Committee rejected the recommendations of the Forum, being particularly concerned that the Regions and SIG's who had not submitted their Business Plans and Budgets by the required date were being unduly penalised so we were faced with yet another round of meetings in early January to begin the process again.

Last year in my Chair's Report I reported the view held by a number of Regions that the CIEH appeared to be moving from a membership organisation to one whose primary focus was to make money! I'm pleased to say that the message appears to have got home and we believe that the needs of the Members and support for the Regions and SIG's are now very near to top of the CIEH's core priorities.

Following meetings in early 2009, Resources found an additional £100,000 funding for Region and SIG support; it approved the Funding bids for 2009 with a £17,000 shortfall being met from the £100,000 additional funding and importantly, it agreed that the annual fiasco of the Forum submitting funding bids only for them to be rejected needed to be replaced by a better system of deciding the funding of the Regions which did not rely on the preparation of wordy Business Plans. It set up a small Working Group to investigate the issue and come up with workable solutions.

This has recently reported and the Region now has a better idea of what it has to do as it looks at 2010 and begins the planning of how it intends to support the London Region membership. The Secretary will speak on this matter later in today's meeting.

So for 2009, the London Region was relatively well placed financially having a better than expected sum in its reserves and other than a small adjustment, it received all the funding it requested for its activities this year. This has allowed us to re-instate the sponsored places to the Joint Regions Study Course, the Best of the Best Conference 2009, to recently sponsor a member to attend a Symposium in Greece to enable her to present a paper, and to offer substantial support to enable a member to attend the Annual Conference of the Jamaican Association of Public Health Inspectors (JAPHI), with whom the London Region is twinned, which this year is being held in Montego Bay in October.

In addition we are making a financial contribution towards the cost of enabling a member of the JAPHI to come to the UK in September so that they may attend, as a delegate, the Best of the Best Conference

Tay Potier, London Region Policy Officer, has continued to establish and build relationships with bodies and organisations where environmental health is poorly represented or had no active voice. She leads on a wide range of important issues of environmental and public health importance including Scores on the Doors, as the Food Standards Agency commences its plan to roll out the London pilot scheme nationally, the Olympics and Para-Olympics 2012, a Food Study around Secondary Schools and Healthy Eating Award Schemes, working with the HSE Local Authority Unit Partnership Project for London, Engagement with the GLA on Environmental and Sustainability issues, London Resilience and Contingency Planning, taking forward the London Student Development Programme and Student Consortium, a whole range of public health issues including overseeing a joint ALEHM / HPA project looking at local authority responses across London to outbreaks of enteric disease.

The above list really only skims the surface of the work undertaken by Tay. In addition she has provided valuable support to the London Region Housing Study Group and she sits on the London Food Co-ordinating Group

It is a long term aim of the London Region Management Board that the importance of the post Tay holds should be recognised and it should enjoy an equal footing to those posts that already exist with respect to Wales and Northern Ireland at Director level.

The Management Board recognise that in what continues to be a very difficult year for the CIEH financially and with the prospects for a general improvement in the economic position being unclear, it is perhaps not the best time to press our case but the Board will continue its efforts to bring this about.

The London Region has continued to enjoy good working relations with ALEHM. Steve Miller our President is currently the Chair of ALEHM and a Trustee for the London Region and Keith Hill, Co-ordinator of ALEHM attends our meetings as an appointed ex-officio member of the Management Board.

In addition Tay Potier, London Region Policy Officer is with Steve, a Director / Trustee of ALEHM and London Environmental Health Practitioners, a registered charity which operates as the trading arm of ALEHM. Kath Lewis, London Student Development Officer and currently London Region Executive Officer is also a member of ALEHM's management committee.

In November 2008 we held a joint meeting at Chadwick Court that was planned to co-occur with the CIEH / London Region Roadshow. The meeting enabled ALEHM and London Region members to receive information on technical topics as well hear about and provide input into the strategic development of the Chartered Institute.

Both the London Region and ALEHM are involved with the current CIEH initiative to develop effective regional working and are looking forward to see how this develops in the year ahead.

The London Region is twinned with the Jamaican Association of Public Health Inspectors and the Centre for Communicable Disease Control with, Atlanta, USA. I have already mentioned our sponsorship activities this year with the JAPHI and during 2008 we continued to support them by sending to Jamaica CIEH publications, EHN and EHP for their library and we also offered sponsorship towards the travel costs of a member of the JAPHI to enable them to attend the International Federation of Environmental Health Conference 2008 which was held in Brisbane. Problems in booking flights resulted in the offer not being taken up but the funding was held available to help offset the cost of organising the JAPHI's 2008 Annual Conference.

We are also encouraging members of the JAPHI to apply for Commonwealth Professional Fellowships. The Professional Fellowship Programme seeks to enhance the skills of mid-career practitioners in developing countries and in this respect the London Region International Interests representatives continue to contribute to the work of the International Interests SIG.

The Management Board has not had recent contact with our other "twin", CCDC in the US and during 2009 we intend to re-establish communication with them again.

The London Region does not organise itself into Branches unlike most of the other Regions which are less geographically compact but decided many years ago that its sub-structure of choice were subject specific Study Groups and looking now at our Study Group engagement with members I am pleased to report that these were very active during the year.

Funding has been obtained to enable a full programme of meetings to be organised again during 2009 but the Study Groups and the Joint Regions Study Course cannot function without the hard work put into them by the small number of volunteers who arrange speakers, the venue, refreshments and notify the membership of the meetings. The CIEH appear to recognise the important part played by such volunteers in supporting the membership and the fact that at a time of increasing workloads, and pressure to deliver, the time available and any support from employers to enable these tasks to be carried out is fast disappearing.

The CIEH has now acknowledged the importance placed on the role played by the volunteer in supporting the general membership by for this year at least committing a £100,000 of additional funding as mentioned earlier to provide additional administrative support for the Regions and SIG's and to allow better engagement with other agencies active within the Region.

The Management Board would like to express their thanks to the Chairs and Secretaries of the Study Groups for all their efforts this year and invites any other members who would like to become involved in running the Study Groups to speak with either the Chairs or Secretaries whose contact details can be found on the London Region web site.

To highlight a few of the CPD opportunities available to members via the Study Groups during 2008 / 2009.

Stephen Potter and Peter Carey stood down as Chair and Secretary of the Pollution Study Group at the end of 2008 to be replaced by Paul Clift and Somayya Yaqub. The Management Board thanks Stephen and Peter for everything they did in making this Study Group such a success. They were hard act to follow but Paul and Somayya have continued to organise excellent very well attended meetings covering a wide range of subjects including road traffic noise and health inequalities, climate change mitigation and energy with guest speakers from Defra, AEA, Kings College and the GLA.

During 2008, the Food and Health and Safety Study Groups combined forces and grasped the difficult area of providing CPD opportunities at which a charge for attendance was required. This development was the result of the CIEH requiring Regions to be more self-financing and to generate more income, a policy that flies in the face of a number of Regions, including London who believe that such CPD activities should be at no cost to the membership.

The first of these was held in June 2008 for which a fee of £30 was charged. This was well attended with over 50 delegates at the event. A second event in November 2008 was not so well supported; the fee had been increased to £40 but it is not known if the increase fee deterred members from attending. The additional administrative burden in collecting fees, issuing receipts etc on the day as the Region does not have any facilities to issues invoices or process credit card payment should not be underestimated.

The Housing Study Group and Regulatory Sub-Group held regular meetings during 2008 and these continue with a full programme of important emerging housing issues in 2009. Subject area's covered included Disabled Facilities Grants, Housing and Health, The London Landlord Accreditation Scheme, The Mayor for London's Housing Strategy, The Rugg Review and Climate Change.

The Joint Regions Study Course which is organised in conjunction with the South-East England Region was held again this year on Thursday, 2nd and Friday, 3rd April 2009 at the University of Surrey at Guildford. The price per delegate was £240 plus VAT for the whole study course which included overnight accommodation and all meals on the University campus, representing 'good value for money'. Three London members were sponsored to attend this study course by the London Region Management Board.

Fifty people attended this study course, including our President from London, Steve Miller who most entertainingly filled one of the lecture sessions. Those who attended were from various disciplines throughout Environmental Health including technical support staff from local authorities as well as representatives from private industry.

The subjects covered were many and various centred on the major upcoming event for this country, the Olympic Games in London in 2012. It also gave the opportunity for attendees to meet some of the staff from CIEH and discuss matters of concern in an informal, social atmosphere.

Numbers attending this study course have dwindled in recent years primarily as a result of fiscal constraints in local authorities and the world-wide financial crisis, nevertheless the Joint Regions Committee, three of whom are from London Borough of Wandsworth have decided to put together a programme for the Spring of 2010 to keep this valuable source of diverse and informative education active for the benefit of the London membership. It should be noted that a number of similar events held by other Regions have had to be cancelled often at short notice due to a lack of interest. The fact that the Joint Regions Study Course still delivers is due in no small part to the enthusiasm and commitment of its organising committee and we thank them for all their efforts.

The London Region is the largest numerically and includes not only members in London but also those members who work or live overseas. In my recent Chair's reports I have spoken of the fact that the Management Board continues to struggle with the significant problem of being able to communicate effectively with the membership due to the inaccurate and missing email address database held by the CIEH Membership Section which we have to use when circulating information to members via email.

We have been promised that the current difficulties will be addressed in part as improvements to and functionality of the CIEH and Regional websites are rolled out as part of the CRM project, but parts of this project are long overdue so in 2008 the Management Board took positive steps to begin to resolve this matter and appointed Kath Lewis as its first Executive Officer with a specific project brief to update the London Region membership data base including identifying email addresses for nearly 500 members where no record of an address can be found.

Kath has made very good progress in filling in the gaps but the work involved is time consuming and results rely on the CIEH Membership Department programming in the changes and updates that have to be made, an operation which is not always completed in a timely manner. The London Region has distributed several Newsletters and Bulletins to members via email over the last 12 months and I think it worthwhile telling members just what is involved in undertaking this task.

First Nigel Watson our Membership Officer has to obtain an up to date membership list from Chadwick Court. This is supplied as an Excel spreadsheet and cannot be used as an email address database in this form. After scanning the list for obvious errors, Nigel then sends it to his son who is an IT consultant and in the past this has required it to be emailed to the United States and most recently to Australia where it is converted by his son to an executable list which is then emailed back to Nigel. He is then able to use the email address data to send the communication using his work IT system as most domestic ISP's will not allow the volume of traffic that is required to reach every member.

Nigel then has to wait for the bounce-back and undeliverable messages that always result and which the project being undertaken by Kath hope to minimise. Without the generous help of Nigel's son from wherever he might be in the world at the time, we could not easily use email to contact members and I hope Nigel will pass on our thanks to his son for the all the assistance he has given us.

As I draw this report to a close I would like to thank all the members of the Management Board and the Chairs and Secretaries of the Study Groups for their support and hard work in the past year in helping run the Region. The London Region Treasurer and London Region Trustees will deliver their own reports to you later in the meeting.

I am pleased to tell you that after some delay while we argued with CIEH as to what we wanted, the London Region web pages on the main CIEH website have been re-designed and given a modern up to date look. New side-bar menu's allow easier navigation within the site and give quick access to information relevant to the Region, including links to the Study Groups, Region Activity, the work of the London Region Policy Officer, Student Development and ALEHM to highlight just a few.

Notices, Minutes of the Management Board Meetings, details of forthcoming Study Group meetings and guest speaker's past presentations etc are all posted on the site so please don't forget to look at it to keep up to date on what is going on.

The current economic situation and the future uncertainties faced by our members working in both the public and private sectors present many challenges to both the CIEH as a leading organisation promoting the environmental and public health agenda's and to our members collectively and individually. In what remains of 2009 and into 2010, the London Region Management Board will continue to work to improve its communication with members, to plan and deliver CPD opportunities through its study groups and better engage with our student members and to encourage them to take a full part in the Region's activities.

However the London Region is not the Management Board alone; the important part is you the 1100 plus members. We need to know your views and suggestions, what you think should be organised, speakers you have heard elsewhere whom you think would be prepared to speak at a study group meeting, we want to hear when we get things right and when we get things wrong, so speak up and help to make the London Region one of, if not the best to belong to in the CIEH.

5. TREASURER'S REPORT

In the absence of the Region Treasurer who had tendered his apologies, Peter Kemp presented the Treasurer's Report and circulated copies of the 2008 audited accounts of the London Region.

Peter Kemp said that that financially the London Region had carried over a good balance at the end of 2008 as the Study Groups had not spent all the money available to them. In 2008, so far this year the Region had only received about half of the agreed funding.

As Madam Chair highlighted in her Report, with the budget we are due to receive in 2009 which totals just over £7,000 the Region should be in a position to reintroduce the funding of a number of delegate places to allow members to attend the Best of the Best Conference 2009.

It had already sponsored three places at the recent Joint Regions Study Course and it would be sponsoring a member to attend the Annual Conference of the Jamaican Association of Public Health Inspectors held in Jamaica in October this year. Details of how to apply for these places have already been circulated in a Newsletter to members

Peter Kemp told the members that for 2010, the method of calculating the funding for the Regions and SIG's had been greatly simplified and he would be speaking on this matter later in the meeting.

The details required in the Region's Business Plan had also been significantly reduced which should make the whole process much more streamlined. This should also eliminate the need for additional emergency Forum meetings early in the New Year as has happened the last two years because Resources Committee had been unable to agree the funding.

Peter Kemp said that he would be pleased to answer any questions Members might have on the accounts and if he was not able to answer them immediately, he would make a note and speak with the Region Secretary to obtain the information being asked for.

6. Trustee's Report

Peter Brown and Peter Kemp, two of the London Region's current serving Trustees were in attendance at the AGM and they reported to the meeting on the work the Trustees had undertaken during the past year.

With the third London Region Trustee, the Region President, Steve Miller they had been elected to serve on the following CIEH Boards and Committee's for 2008 / 2009

- Steve Miller – Resources Committee & Education and Professional Standards Board
- Peter Brown – Policy Development Committee, Qualifications Board, Welfare Committee
- Peter Kemp – Membership Committee & Education and Professional Development Committee
- In addition, Andrew Banfield was an Appointee on the Membership Committee

Peter Kemp said that he had attended five meetings of the Membership Committee during 2008 till date. Reports had been considered on the following matters including: Disciplinary Procedures for Elected Members, Widening Access to Voting Membership in particular to Graduate Members, Applications for Fellowship by Thesis, Services for Retired Members, Communications with Members, Affiliated Organisations – those wishing to join the CIEH – Draft Code of Conduct, International Membership – increasing numbers of accredited courses being set up overseas, Regional Strategy – Report of the Chief Executive, Reports of the Regional / Membership Support Task Group, Standing Items reporting on Disciplinary Proceedings, CPD Compliance Panels, Membership Numbers

He had also attended four meetings of the Education and Professional Development Committee with one meeting having been cancelled. This Committee had considered and discussed reports covering: APD Issues, Low-cost Professional Development, CPD Compliance / Opportunities to gain CPD Hours, Curriculum 2007 Implementation, Educational Awards, Overseas Qualified EHP's, Building Capacity within the Profession, Events and Best of the Best Conference – Report back on 2007 event and Outcomes, Research Grants / Criteria for Research Grants, Developing Professional Examinations, Developing and consultation of additional Competence Frameworks

The Trustees told the meeting that during the year they had attended four meeting of the CIEH Council. That these the Council had ratified decisions of the Boards / Committees including setting the CIEH Budget for the year which included the money allocated to the Region, Branches and SIG's for membership activities. Council also received and approved the Annual Reports from the Chairs of these Boards / Committees.

Peter Brown said that the Council was reviewing the Governance of the CIEH including the number of Trustees that were required in order it could discharge its charitable responsibilities. This work was being led by the President, Steven Battersby and Mark Elliot, Chair of Council. The CIEH was also looking at the relationship between it and the trading arm, Chadwick House Group Limited (CHGL). Trustees received regular updates via financial reports and verbally at Council meetings on the business performance of CHGL as this directly relates to the Gift aid the CIEH receives annually which underpins the operation of the CIEH.

It had also considered the implication for the profession of the Pennington Report into the South Wales outbreak of E.coli and had reviewed accountability.

Trustees receive regular reports from the Directors of CIEH (Wales) CIEH (Northern Ireland) and of course from Tay Potier, the London Region Policy Officer. Reports are also tabled from Sharon Smith (Director – Special Projects) and Tay on the preparations for the Olympics, 20112.

Trustees have discussed a future vision for the Regions and considered reports submitted to the Resources Committee from the "Forum" on Region, Branch and SIG funding for the coming year.

The President presented his Annual Review and feedback reports were received on several major events and significant conferences including Best of the Best 2008, Climate Change and the International Federation of Environmental Health whose World Congress was held in Brisbane in 2008.

Council discussed at length its policy on ethical trading and questions were raised as to our increasing involvement in countries such as China whose human rights policy's deserved serious questioning.

Trustees were being updated regularly on progress with the CRM project and other IT enhancements which when introduced should delivery a number of benefits to members but also aid the administration of the Region as well, in particular assisting in the circulation of Region newsletters and other information by email.

7. London Region Policy Officer's Report

Peter Kemp offered the apologies of Tay Potier, the London Region Policy Officer (LRPO) who was unable to attend the meeting to present her report due to a prior commitment. He referred members to the London Region website where the London Region Policy Officers main responsibilities were set out.

Key Work Programmes in which the LRPO was actively engaged in summary included:

Student development, recruitment and retention in London, Student Development Programme and Student Consortium – Students have continued to be supported by this scheme and two further students have been taken on to replace those who have managed to secure paid placements with local authorities. A leaflet summarising the scheme has also been produced for distribution to interested parties. Other student support - CIEH London with the London Student Development Officer continues to work to support students in London and to try and maximise training opportunities.

Food Safety, Scores on the Doors, Food issues surrounding the Olympics and Para-Olympics, Food Study around Secondary Schools, Healthy Eating Awards, Working with London Borough Food Services as a member of the London Food Co-ordinating.

Health and Safety, working closely with the HSE Local Authority Partnership Project For London, working across London to increase the profile of Health and Safety work including looking for opportunities to increase resourcing and aid staff development

Environmental/Sustainability, engagement with the GLA - CIEH London and London Region Study Groups, working with the GLA to help develop a London-wide Code of Practice on Construction Noise.

Contingency Planning, including London Resilience – CIEH London continues to be involved in the London Resilience Forum chaired by the Government Office for London, Scientific Services – It has not proved possible to identify funding for this contract in London and so a single contract for the capital will not now operate. Individual boroughs or smaller consortia are still encouraged to consider entering into an arrangement. Scientific and Technical Advisory Cell (STAC) – CIEH London continues to work with the HPA Emergency Planning Team to define and strengthen Environmental Health involvement into the STAC in London.

Public Health, the appointment of a Joint London EHP – The successful applicant has now started work and CIEH London is now managing the postholder. Scoping work has commenced and a project plan produced. A poster on the project was also produced and displayed at the London Health Protection Seminar recently and an abstract is being submitted for a national health protection conference.

As part of this project, a survey of boroughs and HPU units is being carried out during the summer of 2009 with recommendations to follow during the year. It is anticipated that this project will continue to run for 2010 and funding is available for this. Smoke free London and NE London Alliance – CIEH London has continued to be involved in this Department of Health funded project for work around shisha bars as part of the project board. Several workshops have been held and these have been used to frame the work of the group. The project will produce guidance for operators, users and enforcement officers on this area and a national seminar is being planned to publicise the outcomes.

CIEH London maintains involvement in the following areas: UK Voluntary register for defined specialists - overview and support for London applicants within environmental health. Watching brief maintained. London teaching Public Health Network - involvement in a London network to support and develop public health training. London Health Commission - representing environmental health on the urban regeneration and inequalities task force. London Regional School Food Group – involvement in a London regional network on school food. Greener Food Steering Group – London network on local and sustainable food and premises in London.

Strategy and Regional Development / Support Benchmarking – CIEH London has worked with the ALEHM best value benchmarking group on the 2008 surveys and has been involved in the CIPFA Environmental Health Working Party. Outcomes from the LBRO project in this area will help formulate further work around this in 2009. ALEHM – CIEH London Policy Officer has continued to work very closely with ALEHM as a Director and currently chairs the meetings. London Region – CIEH London has been supporting the Housing Policy and Renewal, Food, Health and Safety and Pollution study groups operating in London as necessary.

8. London Region Management Board Nomination / Election of Board Members (President, Chair, Secretary and Treasurer)

The Chair informed the meeting that nominations had been received in respect of David Crookenden, Timothy Bage and Stephen Donaghy to serve as members of the London Region Management Board as Joint Region Study Course representatives and they were duly appointed to serve in this capacity.

The Chair confirmed that **Steve Miller** had agreed to continue as **President** of the London Region for the current year

The following persons were nominated and seconded from the floor of the meeting to the following posts

Chair of the London Region – Jenny Douse	Proposed by Andrew Banfield Seconded by Phillip Thompson
Secretary – Peter Kemp	Proposed by Peter Brown Seconded by Nigel Watson
Treasurer – Gerry McCarthy	Proposed by Jill Phillips Seconded by Nigel Watson

To recognise the exceptional service that **Andrew Banfield** had rendered to the CIEH and in particular to the London Region in furthering our twinning relationship with the JAPHI the Chair proposed a motion that he be appointed **Vice – President (Emeritus)**. This was **Proposed by Nigel Watson, Seconded by Tony Bride and passed unanimously.**

The following elected **Trustees** are automatically appointed members of the London Region Management Board:

**Steve Miller
Peter Brown
Peter Kemp**

The following persons are appointed Ex-Officio Members of the London Region Management Board:

**London Region Policy Officer Tay Potier
Co-ordinator – ALEHM Keith Hill**

The following members have agreed to fulfil the role of **Hon. Auditors** for the London Region:

**Peter Castle
Lisle Lawry**

No other nominations having been received or other volunteers stepping forward, the Chair used her delegated authority and invited the other current members of the London Region Management Board to serve for another year.

The respective Chair and Secretary's of the London Region Study Groups as at July 2009 were as follows:

Food Study Group	Sandra Edmeade-Walters James Hoskin-Goode Aleyne Fontenelle (Joint Secretaries)
Health & Safety Study Group	Robert Belton James Hoskin-Goode
Housing Study Group	
Policy & Renewal	Peter Snell Peter Brown
Regulatory & HMO's	Bill Page Nick Gracie-Langrick
Pollution Study Group	Paul Clift Somayya Yaqub
International Interests	Tony Bride Andrew Banfield

9. London Region Budget /Programme of Activities - 2010

Peter Kemp spoke to this item and reminded the meeting that in her last two Reports presented at Region's AGM, Jenny Douse our Chair had spoken on the great difficulties that have been experienced in completing the Business Planning and Funding Bids for the coming year's activities.

This process had been managed via an ad-hoc body called the "Forum" whose origins lie in the Task Force set up to plan and implement the restructuring of the CIEH's membership into Regions and Special Interest Groups. The Forum has no decision making authority; its role is to examine and evaluate the Business Plans and funding bids prepared by the Regions and SIG's and to make recommendations to the Resources Committee.

For the past two years Resources Committee had rejected the Forums recommendations, usually because the total funding requested had exceeded that which was budgeted for

Region and SIG activities and this had resulted in having to revisit all of the work prepared earlier in the year and go into the New Year with no agreed funding in place.

It was agreed by the members of the Forum and the Resources Committee that this situation could not be allowed to continue so in early 2009, a small Task Group was set up by the Resources Committee to consider:

1. the funding formula to apply to Region/SIG funding from 2010
2. the format for Business Plans
3. the future of the Forum

The Task Group met in April and made the following suggestions which have now been approved by the Membership / Resources Committee. (All subject to Council approval)

Funding

The Task Group resolved to recommend that the funding formula be determined by the following:

- 50% of the base budget funding should be distributed based on capitation
- 20% of the base budget funding should reflect the size of the regions (The 'size' of the SIGS will be a notional 2x size of the biggest region)
- 30% of the base budget funding should reflect and reward the provision of CPD events for members.

The Task Group felt that the decisions around the provision of CPD events and the charging regime attached to them should be left to Region / SIG Management Boards, and be delivered by them, within the resources available; either funded by the allocation from Resources, or from external funding generated by the Region itself.

The Task Group also felt that if CIEH funding was 'healthy' and Resources determined to provide more funding to support Regions' development, Resources Committee might choose to invite competitive bids from Regions/SIGs for projects, the theme of which might be guided by Resources / Membership committees. The Task Group felt that these bids would be assessed by the Chair and Vice Chair of Resources and third trustee (not having an interest), or three trustees similarly independent.

Business Plans

The Task Group felt that the Business Plans required from the Regions / SIGs should be greatly simplified and comprise only of:

- A report of the activities for the previous 12 months, specifically including the numbers of CPD events provided and the numbers of members attending those events
- A succinct plan for the forthcoming 12 months.

A template would be drafted for the submission of the required funding bids.

Future of the Forum

In the light of the above, the Task Group felt that the Forum should be disbanded.

A FAQ note and "Dummy" spreadsheet showing how the funding could be allocated based on the funds available for 2009 were received from the CIEH in the last few days and copies were available at the AGM. Peter Kemp explained that looking at the "Dummy" funding allocations based on last years budget, London would not do so well.

The London Region appeared to have "lost" nearly 200 members now making us the third largest Region numerically instead of the largest; we have the smallest area of any Region with no allowance made for the fact that we support all overseas members in whatever part of the world they live or work and these numbers are likely to grow in significant numbers in future years as the CIEH spreads its influence into new territories.

Peter Kemp said that it was said in jest at a previous meeting of the Forum that the London Region's area should be the area of the whole world to reflect the above fact and in all seriousness your Management Board will press for an additional allowance to be made to take account of the fact that the London Region does in reality currently support all our members who live and / or work abroad.

Peter Kemp explained that the new funding formula greatly reduced the burden on Region and SIG Management Boards – we will no longer be required to produce a lengthy annual business plan, and there will be no more meetings of the Forum. Instead we have been asked to produce a simple two page update on your activities, including an indication of how much CPD the Study Groups have provided for members over the year.

Your incoming Management Board will begin preparing the required information immediately and will be contacting the London Region Study Groups for details of the CPD activities they were able to deliver during 2009 and their proposed programme for 2010. Peter Kemp told the meeting that the London Region Bid had to be submitted by 1st October. In conclusion Peter Kemp invited questions from the floor which he said he would do his best to answer from the information that was currently available, otherwise members could email him and he would obtain the necessary information in order he could reply.

10. Any Other Business

10.1 The Chair thanked everybody for attending the AGM and reiterated her invitation for members to consider standing for election to the Management Board or volunteering to help organise activities and CPD events for members by helping to run the Study Groups.

10.2 As was normal practice at our AGM, the Chair announced that a collection for "Water For Kids" would be taken at the conclusion of the meeting. The Management Board would also consider making a regular donation on behalf of the London Region to this charity.

There being no other business the Chair thanked Paul Clift for arranging the venue and organising refreshments for the meeting and the London Borough of Islington for their hospitality and at 13.40 pm declared the meeting closed.