



Chartered  
Institute of  
Environmental  
Health

**London  
Region**

## **MINUTES OF THE SPECIAL BUDGET MEETING OF THE LONDON REGION MANAGEMENT BOARD**

**14<sup>th</sup> January 2010 (2.00pm)**

**HELD AT THE CIEH – CHADWICK COURT**

**PRESENT:**     **Jenny Douse (JD) (in the Chair)**  
                  **Andrew Banfield (AB) (Vice President-Emeritus)**  
                  **Peter Brown (PB) (Trustee)**  
                  **Keith Hill (KH) (Co-ordinator – ALEHM)**  
                  **Tay Potier (TP) (London Region Policy Officer)**  
                  **Carlene Thomas (CT)**  
                  **Peter Kemp (PK) (Secretary & Trustee)**

### **1. APOLOGIES**

Apologies received from Nigel Watson, Somayya Yaqub, Gerry McCarthy, and Dave Crookenden.

### **2. LONDON REGION BUDGET 2010 – ESTIMATED FUNDING FOR 2010**

JD welcomed everybody to this special LRMB budget meeting and asked PK to introduce this item by summarising the likely funding position of the London Region in 2010.

PK said that at its meeting on the 10th December, CIEH Council received confidential reports from the Chief Executive concerning the reorganisation of the management structure of the CIEH and CHGL and a draft budget for 2010 which had been approved by Resources at an earlier meeting. Further work on the reorganisation would now proceed, initially with meetings between the Chief Executive and senior staff at CIEH. The final budget would be confirmed by Council at its first meeting in 2010 when the financial implications of the reorganisation review could be factored in.

Although the detail in the budget was confidential, a figure for the Regional funding "pot" was included and PK said that he had used this as the base for calculating the London Region funding for next year. Resources had allocated a total sum of £141,000 for Regional and SIG funding which the budget report stated was identical to that allocated in 2009. PK said that he and a number of the other Trustees had to point out to the Chief Executive and Director of Finance that this was in fact incorrect.

The total funding approved for 2009 was £159,000 as the "Forum" when presenting its figures to Resources early in 2009 had been unable to identify additional savings of approximately £17,000 that were required. The Forum had suggested that Resources decide where these were to be made or alternatively top-slice this sum from the additional £100,000 that had been allocated for regional development to be controlled centrally. Resources went with the top-slicing option.

It was reported to Council that not all Regions and SIG's had applied for their 2009 funding so the budget was underspent.

Towards the end of October PK circulated a "draft" funding allocation spreadsheet which showed typically what each Region etc could expect to receive in funding for 2010 based on the information each had submitted and applying the new funding formula. The budget allocated to each Region, SIG was based on the total funding the Regions received in 2009 ie £159,000. £141,000 represents about a 10.67 % reduction in the previous year's figure so applying this to the draft funding for the London Region that appeared in the spreadsheet would give us a total funding pot of just over **£10,300** plus whatever reserves we carry forward from 2009.

The actual figure for 2010 may vary slightly depending on how the funding of the new Scottish Region for the first time is calculated. Additional funding has also been allocated in the draft budget for continued regional support and development but this will again be controlled centrally. At the moment we do not know what call we will have on this money. It was originally targeted at improving regional government engagement and the appointment of two regional support officers but these posts were never filled.

PK reported that he did not at this time know the amount of money the London Region would be able to carry over from its 2009 budget. He had emailed Gerry for this figure but before leaving home for this meeting had not received a reply. AB told the meeting that he had in fact spoken with Gerry that morning and he was able to confirm that the London Region would have a balance of about **£6,000** to carry forward to this year. That would give a total funding "pot" of about **£16,300** to play with.

### 3. ALLOCATION OF BUDGET UNDER THE FOLLOWING HEADS

PK told the meeting that in preparing the Agenda he had tried to think of all the Study Group, Twinning and other activities the London Region might engage in and for which funding would be required.

The meeting then considered each of these areas of Regional activity requiring funding and allocated the budget as follows.

	<b>Total £</b>
• Initially the meeting allocated the sum of <b>£2,000</b> towards Contingencies	<b>2000</b>
• Study Groups ( <b>4 x £1,500</b> )	<b>6000</b>
• Student Strategy Development ( <b>£500</b> )	<b>500</b>
• AGM / Members Forum Expenses ( <b>£200</b> )	<b>200</b>
• Extend contract of Executive Officer ( <b>£1,000</b> )	<b>1,000</b>
• London Region Operating Expenses ( <b>£300</b> )	<b>300</b>
• Best of the Best 2010 Sponsorship ( <b>4 x £300</b> )	<b>1200</b>
• Twinning JAPHI Best of the Best 2010 Sponsorship ( <b>1 x £300</b> )	<b>300</b>
• Twinning JAPHI Annual Conference 2010 Sponsorship ( <b>1 x £500</b> )	<b>500</b>
• Commonwealth Professional Fellowships 2010 ( <b>1 x £500</b> )	<b>500</b>

• Twinning JAPHI Exchange Visits (£500)	<b>500</b>
• International Activities IFEH 11 <sup>th</sup> World Congress (2010 Vancouver)(£1000)	<b>1000</b>
	<b>Sub Total 14000</b>
	<b>Un-Allocated 2300</b>
	<b>TOTAL 16300</b>

In allocating the budget against the above Regional activities the meeting noted the following matters:

**Study Groups** – The HMO Regulatory Sub-Group is technically a joint London Region / ALEHM Group to which the London Region has input. The only likely area of expenditure at this stage is for any refreshments.

It is assumed that the Pollution Study Group will continue to meet at LB of Islington Town Hall at no cost to the Region.

The Study Groups to not employ paid Minute Takers.

It is assumed that the Local Authorities Noise Action Forum will continue to meet at the GLA's offices and that this should be encouraged.

**Student Strategy** – We need to decide what form should this take and how can we best communicate with them. PK said that he thought we ought to try and recruit a student representative to sit on the LRMB either elected or as an appointee. The meeting thought that Kath Lewis might be best placed to advise on these matters as London Student Development Officer and she might also be able to suggest the best ways to make and maintain contact with the London student body

**London Region AGM / Members Forum** – Currently just one combined meeting a year usually held in conjunction with a Study Group meeting. Suggested budget assumes that we can continue to hold this at LB Islington Town Hall and the only expenditure would be for pre-meeting refreshments, lunch, coffee's etc.

**Joint Regions Study Course** – At the last full LRMB meeting it was considered that because of problems being experienced by the SE Region in being able to recruit two new Joint Regions Study Course reps, this event might be cancelled for 2010. The London Region had also lost one of its representatives as well. Consideration was briefly given to the London Region holding its own stand alone event with the intention of resurrecting the Joint Regions event in 2011. PK said that he had been in contact with the EO of the SE Region and she had confirmed that they had failed to recruit any replacement Joint Regions reps. PK had agreed that the Study Course would be shelved for 2010 and the position reviewed towards the end of the year. Dave Crookenden had emailed PK and said that he thought it too late to try and organise a London Region stand alone event and the meeting therefore agreed that it would not pursue this proposal any further.

PK added that he understood that the 2009 Joint Regions Study course had made a small surplus and that he was not sure if the London Region's share of any profit had been received. He recalls discussing this matter with Nigel Haverson, SE Region Treasurer at the House of Common's when he attended an awards ceremony earlier last year. PK said that he would investigate this matter further.

**Executive Officer** – It was agreed that Kath Lewis had done an excellent job in updating the London Region Membership database and that if funding allowed, the LRMB should extend her contract until the end of 2010.

It would be hoped that the continued work to update the Membership database would be minimal and that Kath could be asked to assist with other activities. The Student Strategy had already been identified and it was also suggested that she would be invaluable in helping to organise the larger CPD events such as the Joint Food and Health and Safety Study Group events where last year the administrative tasks in organising the event were very time consuming.

If Kath's assistance was being required then this should be discussed with her at the very earliest opportunity by the Study group Chair / Secretary.

PK will check whether a new contract will be required and suggest an hourly rate of pay which if possible should be broadly in line with that paid for her ALEHM responsibilities.

**London Region Operating Costs** – These are likely to comprise Room Set-Up charges and the cost of refreshments for say, six meetings a year.

**Best of the Best 2010 Sponsorship Places** – It was agreed that these should be badged with ALEHM and advertised jointly. Adverts should appear earlier to take advantage of the "Early-Bird" delegate rates. Allow for London Region to sponsor four places.

**JAPHI Annual Conference 2010 Jamaica** – It was agreed that no London Region representative would attend the 2010 conference but that some funding be earmarked in the 2010 budget to allow a representative to attend in 2011.

To provide some level of continuity sponsorship would also be offered to a young professional member of the JAPHI to allow them to attend the Best of the Best Conference 2010 being held this year in Telford. This unfortunately could only be a modest amount as the London Region could only cover part of the cost. It might however be able to help in other ways, ie temporary accommodation to and from the Conference etc.

**Other Twinning and ISIG Activities** – AB said that he had had no luck in progressing our former twinning relationship with Georgia and he believed that we were wasting our time. The meeting agreed that this should not be pursued.

ISIG activities were separately funded and did not draw on the London Region's budget.

Commonwealth Professional Fellowships. The London Region JAPHI / International Activities Sub-Group comprising AB, TB, CT and Kate Harris are due to meet on the 21<sup>st</sup> January 2010 to discuss this matter further and it was agreed that a budget be allocated to offset the cost of administration.

Exchange Visits. A budget would also be allocated to progress this initiative and the London Region would work with ALEHM to identify host London Boroughs where exchange visits and placements might be arranged. It would also try and identify members willing to offer home hospitality. It was thought likely that the JAPHI would not be able to offer any financial contribution towards the cost of funding exchange visits.

**IFEH 11th World Congress Vancouver 2010** – This was being held between the 5<sup>th</sup> and 10<sup>th</sup> September 2010 and at least three CIEH representatives attend these World Congresses which are held every two years. It was agreed that a representative from the London Region should attend the 11<sup>th</sup> World Congress as well and that substantial funding be allocated for this to take place. It was thought that this sponsored place could be organised as a competition to select the lucky member. PK reminded the meeting that two years ago we had offered sponsorship to the JAPHI to enable a representative of that organisation to attend the 10<sup>th</sup> Congress held that year in Brisbane, Australia. For various reasons that sponsorship was not taken up and he asked if the LRMB wished to revive that decision and again offer sponsorship to a member of the JAPHI? AB confirmed that the JAPHI was already a full member of the IFEH and might well be sending a delegate anyway. The meeting concluded therefore that sponsorship should be provided to a London Region member.

**Reserves / Contingency Funds** – The sum of £2,000 had already been allocated to reserves / contingencies and together the remaining sum in the budget so far unallocated a total of £4,300 remained that could be used to meet other expenditure not identified at this meeting. The meeting agreed that this was a reasonable sum.

#### **4. ANY OTHER BUSINESS**

**4.1** AB told the meeting that during his telephone conversation with Gerry, Gerry had informed him that Peter Castle of the London Region's Scrutineers had resigned. A replacement was required. The work was not onerous taking just a couple of hours a year to check the London Region Annual Accounts before they are submitted to the CIEH. Invitation to members to volunteer to fill this position to be circulated

**4.2** The meeting discussed the need to clarify how any regional expenses are claimed back. PB said that the CIEH had recently issued revised procedures on the claiming of expenses to Trustees and Appointees to its Boards and Committees and he suggested that these be used as the basis of the procedures to be followed by the Region. The Meeting agreed that this was a sensible idea and would ensure consistency. The guidelines to be circulated.

**4.3** Presidential Awards. PK said that he had received an email from the President, circulated to all Trustees and Regional representatives reminding them of the existence of the Presidents Award scheme and regretting that so far there had been few nominations. The deadline for nominations was being extended till the 31<sup>st</sup> January. There were three category of award for which nominations could be made:

1. A member of the profession, an EHP
2. An individual who has played a significant role in improving public and environmental health but is not an EHO
3. An individual organisation – this can be a government department, local authority, business or NGO (one past winner was Water for Kids)

The meeting agreed that ALEHM would be a very suitable organisation worthy of nomination under the third category and PK said that he would draft a short nomination note and submit this by the due date

**4.4** PK spoke briefly on progress with the CIEH re-organisation. He and the other Trustees and recently received a confidential update from the Chief Executive detailing changes to the CIEH management structure and changes to CHGL as well. It appeared that a number of the changes that were being proposed were already relatively well known.

**There being no other business the meeting closed at approximately 15.20 hrs**

**The next scheduled meeting of the London Region Management Board will take place on Monday 8<sup>th</sup> February at Chadwick Court CIEH commencing at 2.00pm**

