

SIXTH DRAFT



**London
Region**

CHARTERED INSTITUTE OF ENVIRONMENTAL HEALTH

LONDON REGION

BUSINESS PLAN – 2008

First Draft – 22 /09/2006
Second Draft – 25/09/2006
Third Draft – 27/09/2006
Fourth Draft – 15/11/2006
Fifth Draft – 09/04/2007
Sixth Draft – 01/05/2007

LONDON REGION DRAFT BUSINESS PLAN TABLE OF REVISIONS

| DRAFT No | DATE | REVISIONS |
|--------------|-------------------------------|--|
| FIRST DRAFT | 22/09/2006 | - |
| SECOND DRAFT | 25/09/2006 | Appendix 3 Deleted Appendix 2 Revised |
| THIRD DRAFT | 27/09/2006 | <p>Date of Plan amended to 2008 No of Members London Region Revised (<i>awaiting confirmation</i>) All references to 2007 changed to 2008 Inflation element removed from Income Section 2008 Budget Income Section of 2008 Budget recalculated Item 6 – Appendix 2 revised No of Members London Region Revised (<i>No. now confirmed by CIEH - 1388</i>) Income Section of 2008 Budget recalculated again based on 1388</p> |
| FOURTH DRAFT | 15/11/2006 & 06/01/2007 | <p>Various drafting /typo errors corrected CIEH Regional Organisation Map added Appendix 1 Redrafted to include LRMB election mechanism Alternative Front Page with CIEH Identity added SWOT Analysis to be omitted from final version</p> |

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|-------------|-------------------------------|---|
| | | <p>Minor redrafting to Pg 6, 9</p> <p>Minor redrafting of Appendix 1 & 2 (LRMB Meeting 27/11/2006)</p> <p>Appendix 3 CIEH / ALEHM Joint Regulatory Sub Group Terms of Reference added</p> |
| FIFTH DRAFT | 09/04/2007 | <p>Table of Contents added</p> <p>Text changed to corporate font "Tahoma"</p> <p>Document re-formatted</p> <p>Budget re-drafted</p> <p>Appendix 4 – LRMB Accounts for 2006 added</p> <p>Work Programme / Table of Activities redesigned and redrafted</p> |
| SIXTH DRAFT | 01/05/2007 & 14/05/2007 | <p>No of Members London Region revised (<i>No. now confirmed as 1320 as at 16/04/2007</i>)</p> <p>Income Section of 2008 Budget recalculated again based on 1320 members</p> <p>Accounting procedures added</p> <p>Work / Activities Plan redrafted to include contributions form LRHSSG & LRHSG</p> <p>CIEH Survey Results added as Appendix 5</p> <p>ALEHM Entry Updated</p> <p>Table of Contents Updated</p> |

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LONDON REGION BUSINESS PLAN – 2008

INTRODUCTION

Following the Centre and Branch review the recommendations of which were approved at the Chartered Institute of Environmental Health's (CIEH) Annual General Meeting in July 2005, the CIEH Centres were incorporated into a new regional structure as of January 2006.

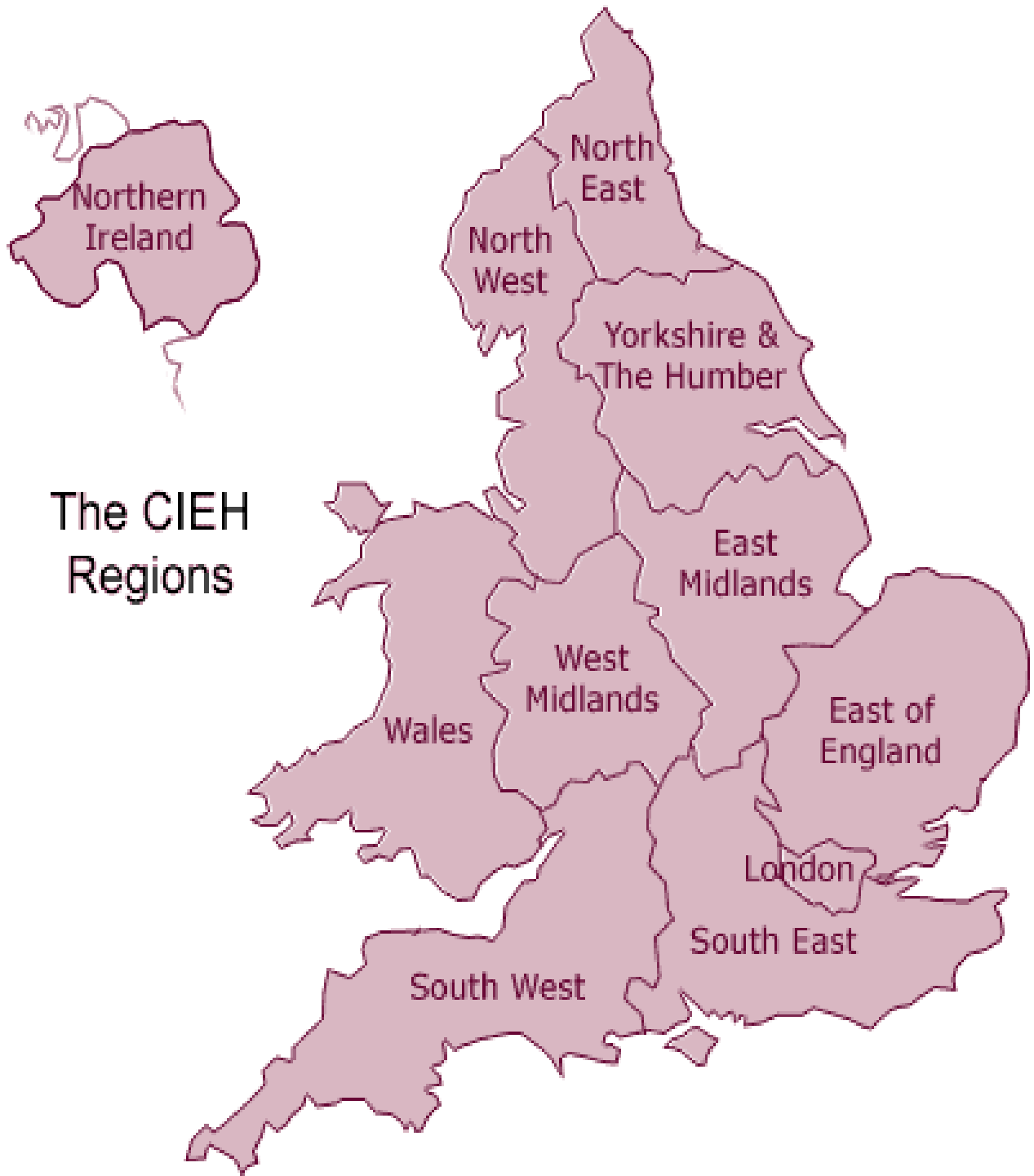
There are eleven regions including, Wales, Northern Ireland and London. The regions relate to the Government English Regions. The new CIEH regional structure also encompasses Special Interest Groups (SIG's) including, Port Health, Commercial and Independent, International, and possibly Public Health. Each member of the CIEH is allocated to the Region of their choice or SIG. Members may join an additional SIG on payment of additional fees.

The London Region covers the same geographical area as

1. The former Greater London Centre, which it replaced
2. The London Assembly
3. London Councils (formally the Association of London Government)
4. The Government Office for London.

It is the largest Region with respect to membership within the CIEH currently having approximately 1388 members. It operates as a single entity and does not have any Branches at this time.

The Interim Management Board has determined that its sub-structure of choice for the Region will be by the operation of Study Groups. These will provide the day-to-day professional, technical and educational support to its members.



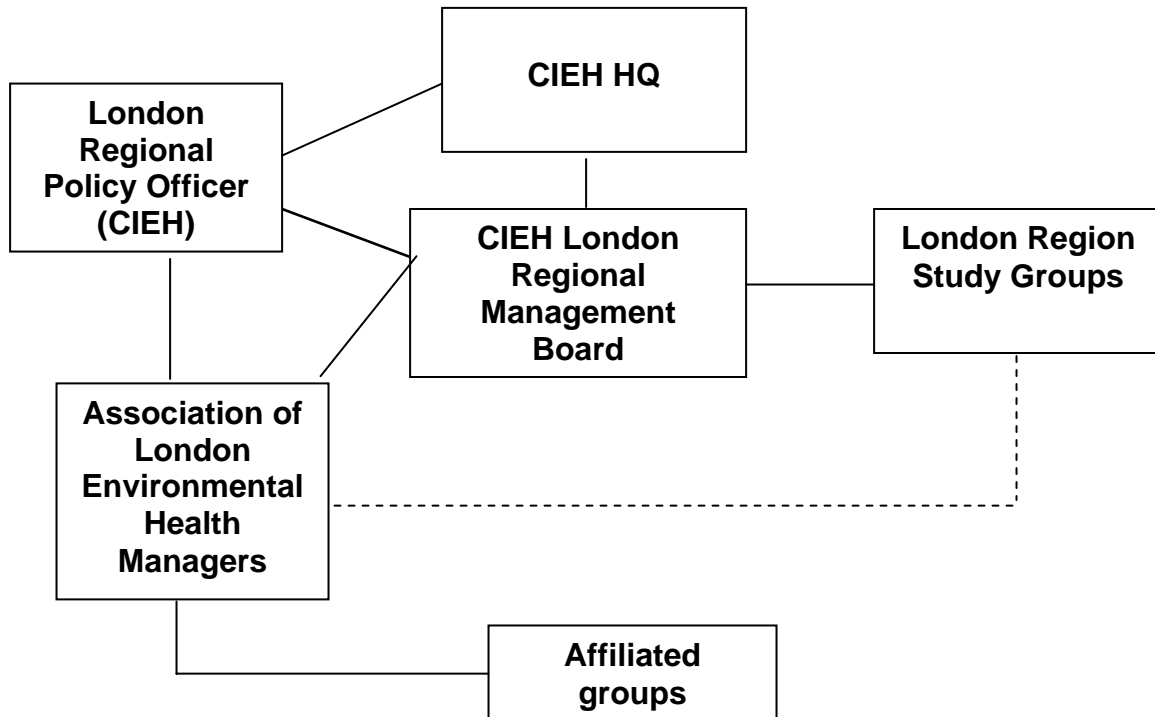
**The CIEH
Regions**

LONDON REGION – ORGANISATION AND RELATIONSHIPS

London already has had a well organised structure and networking system that encompasses CIEH membership and Local authority service providers. The newly revised regional management structure does not change this overall framework but provides an opportunity to ensure all key partners are brought closer together and work in a more co-ordinated way.

The London Region comprises of:

- London CIEH Regional Management Board and London Region Study Groups
- Association of London Environmental Health Managers (ALEHM) and affiliated groups
- London Regional Policy Officer (CIEH)
- CIEH Members



THE ASSOCIATION OF LONDON ENVIRONMENTAL HEALTH MANAGERS

The Association of London Environmental Health Manager (ALEHM) represents senior managers of London environmental health services. The main aim of the Association is to provide a policy and strategy forum to support and develop environmental health services in London. Best value and continuous improvement for the service are at the heart of the work of the Association.

ALEHM also serves as a key link between managers and local government and professional organisations such as the Chartered Institute of Environmental Health (CIEH), London Councils (formally the ALG) and the Local Government Association (LGA).

The Association meets six times a year and organises a number of training /seminar events each year. The Association also oversees a number of working groups and affiliated groups that provide technical and professional support to the Association.

ALEHM has decided to enter the commercial sector and is in the process of becoming a company by guarantee and will eventually apply to become a registered charity. This change will allow it to market its expertise and bid for contracts, for example in connection with the Olympics. A Board of Trustees and Directors will be appointed and draft rules of management are being prepared and will be agreed. The new company will probably be styled "London Environmental Health". Keith Hill will likely continue in a new role of Company Secretary.

OBJECTIVES OF THE LONDON REGION

The London Region's primary purpose is to better meet the needs of the members within the London area through:

- Providing opportunities to meet members' needs on a local/regional level
- Providing training and CPD development opportunities
- Providing networking opportunities to share best and innovative practice
- Providing communication pathways with CIEH HQ, Council and the governing boards and Sub-Committees
- Providing communication pathways between local and national activities / policies /agencies

- Maintaining regular contact with members and to provide information by electronic means and postal services

PROPOSALS FOR CONTRIBUTING TO NATIONAL POLICY ISSUES

The London Region will continue to contribute to the overall governance of the CIEH as a registered charity and provide expertise through its three elected Trustees and other individual members who serve on the various Governing Boards, Sub-Committees, Specific Task Groups and the Expert Advisory Panel.

Key however in the London and National arenas is the role of the London Regional Policy Officer.

LONDON REGIONAL POLICY OFFICER

The London Regional Policy Officer post was established within the CIEH as part of the regionalisation programme. The London Regional Policy officer has a key role in co-ordinating the work of the London partners (Management Board / ALEHM) in how they contribute to the CIEH mission on a regional level.

The role of the London Regional Policy Officer, in partnership with the key groups within London Region is:

- To facilitate, inform and share policy ideas and initiatives within the London environmental health community
- To facilitate consistent and supportive approaches across London environmental health community
- To advocate new models of working which brings together a range of partners and agencies to secure public health improvements
- To provide elected Members with information and support on environmental health issues and initiatives.
- To promote the role and contribution of EHP at the regional level
- To give greater support to members of the profession working in agencies at regional level.
- To provide a base for the interface for the local authority and private industry at regional level.

The London Regional Policy Officer will work with all London Region partners to produce a London strategy that will provide the framework of how London region supports the CIEH mission and key strategic aims.

The London Regional Policy Officer reports directly to the CIEH Chief Executive and provides reports on achievements to CIEH Council and relevant governing boards.

The London Regional Policy Officer is ex officio a member of the CIEH London Region Management Board with full voting rights and is also a member of the ALEHM.

THE LONDON REGION MANAGEMENT BOARD - COMPOSITION

The London Region Management Board (currently the Interim Management Board) is the main local decision making and support forum for Members of the CIEH. Its primary function is to support the CIEH Mission at the regional level.

The Board links directly to the CIEH Head Quarters through regional co-ordination, London Regional Policy Officer and the Trustees. The secretaries of the regional management boards also meet regularly.

The Terms of Reference for the Board can be found in Appendix 1. The current elected Members of the London Interim Region Management Board as at October 2006 are as follows

| | |
|-------------------------|----------------|
| President | Steve Miller |
| Chair | Jenny Douse |
| Vice Chair | Vacant |
| Secretary / Web Gateway | Carrie Scott |
| Treasurer | Gerry McCarthy |
| Elected Trustees | Carlene Thomas |
| | Steve Miller |
| | Peter Brown |
| Assistant Secretary | Peter Kemp |

The following elected members of the LRIMB have agreed to take responsibility for these specifically designated areas of interest

| | |
|---|-----------------|
| International Interests | Tony Bride |
| | Carlene Thomas |
| Joint Regions Boards (Weekend Schools) | Dave Crookenden |
| | Dave Brooks |
| Membership | Nigel Watson |

| | |
|--------------------------------|-----------------|
| Public Relations | Andrew Banfield |
| Ex-Officio Members of the LRMB | |
| LR Policy Officer | Sharon Smith |
| Co-ordinator – ALEHM | Keith Hill |
| Hon. Auditors | Tim Davies |
| | Lisle Lawry |

In addition to the elected members of the London Region Interim Management Board, the London Region Study Groups are invited to send a representative to the Management Board meetings. This will usually be either the Chair or the Secretary of the respective Study Group

LONDON REGION STUDY GROUPS

The London Region Interim Management Board has determined that it's sub-structure of choice for the Region will be by the operation of subject specific Study Groups

The London Region Study Groups provide the professional, technical, information and educational / CPD support for members in particular environmental health fields.

London has a study group covering Food, Health and Safety, Housing and Pollution specialisms and new Study Groups can be formed with the support of the Management Board.

The Study Groups report to the Management Board and agree / plan their activities in line with CIEH Mission and Regional priorities. The Study Groups contribute to the regional annual report / Business Plan.

The Terms of Reference for the study groups can be found in Appendix 2.

The respective Chair and Secretary's of the London Region Study Groups as at October 2006 are as follows:

| | |
|-----------------------------|---|
| Food Study Group | Mario Aquilina (Chair) Sandra Edmeade-Walters James Hoskin-Goode (Joint Secretaries) |
| Housing Study Group | Peter Snell (Chair) Jake Mathias (Secretary) |
| Health & Safety Study Group | Robert Belton (Chair) Carrie Scott (Secretary) |

RESOURCES

The London Region has access to the following Resources:

- The level of knowledge and experience of its Membership. In specific areas of work this is probably unique and unmatched by any other Region
- Personnel – The option to recruit and employ paid Administrative Support if the LRMB decides that the appointment of an Executive Officer would significantly contribute to the efficient operation of the London Region to the overall benefit of its members
- Contracted Administrative Services from the CIEH
(Address Labels for Newsletter distribution to London Members)
- Equipment – 1 x HP Laptop PC / 1 x HP Laser Printer / 1 x Laptop Backpack currently held and used by the Assistant Secretary
- Financial Reserves (see Budget Analysis)
- Any Resources obtainable through the London Region Policy Officer and / or ALEHM
- Funding obtained through partnerships, grants and sponsorship

CONSULTATION WITH MEMBERS

The London Region's programme of events and training / CPD opportunities has been prepared in light of the response to the issues and requirements identified by Members of the London Region in the CIEH Membership Survey conducted in February 2006, the results of previous surveys carried out by the former Greater London Centre / ALEHM and the results of the London Region Members Forums held in 2006 and in 2007.

The provision of low cost training and lobbying were identified from the surveys as key issues for members in the London Region.

The results for the London Region obtained from the CIEH survey carried out in 2006 are attached as Appendix Five

BUDGET – 2008 *(Estimated using 2006 budget projections)*

| | £ |
|--|----------------------------------|
| OPENING BALANCE <i>(Estimate C/F From 2007)</i> | 11,070.00 |
| <u>INCOME STREAMS ALREADY IDENTIFIED</u> | |
| CIEH GRANT | 2,000.00 |
| MEMBERSHIP PER CAPITA SUM) (1320 x £2.00 / MEMBER) | 2,640.00 |
| CHADWICK HOUSE GROUP LTD – BURSARY | 2,000.00 |
| INCOME FROM SPONSORSHIP | ????.?? |
| PROJECTED TOTAL INCOME ALREADY IDENTIFIED | 6,640.00 |
| <u>PROJECTED EXPENDITURE TO FUND</u> <u>ACTIVITIES OF THE LONDON REGION</u> <u>AND LONDON REGION STUDY GROUPS</u> | |
| LONDON REGION MANAGEMENT BOARD GENERAL EXPENSES | 2,000.00 |
| REMUNERATION - EXECUTIVE OFFICER | 3,000.00 |
| LONDON REGION STUDY GROUPS | |
| FOR GENERAL ACTIVITIES / MEETINGS (4 X 1,000.00) | 4,000.00 |
| FOR LARGER CPD EVENTS (ONE / YEAR / STUDY GROUP) | 8,000.00 |
| INTERNATIONAL ACTIVITIES TWINNING ARRANGEMENTS | 1,500.00 |
| JOINT REGIONS STUDY COURSE SPONSORSHIP – 3 PLACES | 1,000.00 789.00 |

CIEH PRACTITIONERS 1,000.00
CONFERENCE – SPONSORSHIP
OF STUDENTS TO ATTEND

TOTAL PROJECTED EXPENDITURE 21,289.00
REQUIRED TO FUND THE ACTIVITIES
OF THE LONDON REGION AND
LONDON REGION STUDY GROUPS

ADDITIONAL FUNDING REQUIRED TO 14,469.00
SUPPORT BUSINESS PLAN ACTIVITIES

(The above draft budget assumes we will receive funding from the CIEH in line with the recommendations proposed by the "Forum" and that the current bursary received from the CHGL continues. This will give us, with our estimated reserves (assuming they stay at roughly current levels) a total budget of just over £25,000 to allocate.

The CHGL Bursary is currently under review and it is possible that it may be withdrawn in future years. The proposed funding formula will need reviewing if the Bursary is no longer paid direct to the Regions / SIG's/)

ACCOUNTING AND AUDITING PROCEDURES

Accounts

The London Region will operate one Current Account held with the CIEH's nominated Bank

Study Groups are not permitted to hold or operate bank accounts in their own right.

All claims for expenditure or expenses incurred in the operation of the London Region, the London Region Management Board or the London Region Study Groups, for example in organising meetings and /or CPD events shall be authorised for payment by the London Region Treasurer on receipt of Expenditure Claim Forms, properly completed together with any required accompanying documentation.

Claims for expenditure **MUST** be submitted to the London Region Treasurer within the same accounting period in which they were incurred; ie all claims for payment incurred during 2008 must be remitted to the

Treasurer for payment by the end of the accounting period which is 31st December 2008.

The Accounts covering the preceding year will be forwarded to the CIEH Director of Finance by 28 February irrespective of whether they have been audited or. Irrespective of whether the accounts have been audited or presented to the AGM.

Accounts will be prepared and submitted using the CIEH's approved pro-forma's or computerised systems that fundamentally follow the same format and give the same information.

Audit of Accounts

The main auditors of the CIEH are qualified auditors. They have a right of access to any books, documents, etc., and to require any necessary information from past or present trustees, officers and employees. They may examine the books of any Regions, SIG's or Branches they select and have direct contact with the honorary auditors. This examination would be at a mutually agreed time.

The London Region will appoint two honorary auditor(s) in accordance with the CIEH's By-laws who will be independent of the London Region Interim Management Board and be persons who are reasonably believed to have the required ability and practical experience to carry out a competent examination of the accounts.

The audit report carried out by the honorary auditors will state the date and the name(s) of the honorary auditor(s). The honorary auditor(s) have the right of access to any books, documents and other records however kept, which relate to the Region and which the honorary auditors consider relevant.

The honorary auditor(s) are required to report on:

- Whether proper accounting records have been kept
- Whether the accounts agree with the accounting records
- Whether the accounts have been prepared in accordance with these guidelines

- Explain any matters that enable a proper understanding of the accounts
- Disclose any material expenditure or action which appears not to be in accordance with the Charter and Byelaws of the charity
- Where information and explanations requested of the London Region Interim Management Board have not been provided

The report of the honorary auditors will be in the form of positive assurance that the accounts "have been examined and comply with the Chartered Institute's guidelines."

The honorary auditors have the right to attend and speak at the Annual General Meeting of the London Region at which the accounts are presented and have direct access to the CIEH's main auditors.

Value Added Tax

The CIEH has agreed with Customs and Excise the following method of accounting for Regions, SIG's and Branches:

- Seminar (including CPD) income is VAT exempt. Therefore VAT cannot be charged on invoices issued to people attending (both members and non-members).
- Other income (eg. from sales of memorabilia) is still subject to the VAT rules. If VAT is charged then it must be listed and advised to the CIEH. As a general rule, VAT should be charged on goods the Region, SIG or Branch sells that had VAT charged on them when purchased.
- Seminar expenses (including CPD expenses) are, in principle, non-deductible as seminar income is exempt from VAT. However, because VAT on such expenses can be recovered in certain exceptional cases, details should be discussed with the CIEH's Director of Finance and identified on a VAT return.
- A VAT return to the CIEH only has to be submitted once a year. This is to be sent with the Region's annual accounts for the calendar year to 31 December.
- Inputs / purchases involving VAT must be listed on return. The following should be noted

1. The VAT element of an invoice/expense should only be listed when there is a valid VAT receipt (ie. a piece of till roll or receipt that shows a date, amount and VAT registration number). Where the VAT relates to a seminar, course, etc it must be identified as such.
2. Where a single transaction is greater than £2,000, a copy of the invoice must be attached to the annual return.
3. A VAT return must be made - even a nil return.

Regions, SIG's and Branches will not be able to work out in advance how much the input claim is (unless it is a nil return) because VAT is reclaimable on different expenses at different rates. VAT reclaims will be dealt with on a cash received basis and the following shall apply

- o Cash book postings will be shown as gross figures
- o No provision shall be made for a repayment at the year-end
- o Money received shall be treated as other/sundry income

LONDON REGION BUSINESS PLAN – WORK PROGRAMME AND PLANNED EVENTS 2008

| AREA OF ACTIVITY | WORK PROGRAMME / ACTIVITIES | FINANCIAL RESOURCES ALLOCATED - £'s |
|---|---|--|
| <p align="center">London Region Management Board</p> | <p>Meetings of the LRMB to be held at least quarterly, in February, April, June, September & November during the year</p> <p>Annual General Meeting / Elections / Members Forum to the LRMB to be held annually – April / May</p> <p>Additional Members Forums to be convened as required</p> <p>Work to overhaul / update LR Membership data base to be carried out in conjunction with input form Membership Section CIEH</p> | <p>Towards general running expenses of the LRMB, refreshments at AGM / Members Forums etc 2,000.00</p> <p>For employment of an Executive Officer to be responsible for the general administration of the LR and to take overall control of the Membership database project 3,000.00</p> <p>Sponsorship of three places at the Practitioners Conference to be offered to Student Members of the LR at no charge 1000.00</p> |
| <p align="center">Joint Regions Study Course</p> | <p>London Region Management Board input into the organisation and delivery of the Joint Regions Study Course in co-operation with the South-East Region Management Board</p> | <p>To underwrite the overall cost of organising the Study Course 1,000.00</p> <p>Sponsorship of three places to be offered to Members of the LR at no charge 789.00</p> |

| | | |
|---------------------------------------|--|--|
| <p>International Interests</p> | <p>General support for and involvement in the activities of the International Interests SIG</p> <p>Maintenance and development of existing twinning relationships with the JAPHI and Atlanta including further support to the JAPHI in their desire to be re-designated EHO's</p> <p>Organisation of meetings and a International Interests based CPD event during the year</p> | <p>To support of International Activities further development of twinning arrangements with JAPHI / Atlanta 500.00</p> <p>Organisation of CPD event 1,000.00</p> |
| <p>London Food Study Group</p> | <p>Meetings of the LRFSG to be held on themed subject including invited speakers from the FSA, industry, independent sector etc</p> <p>In addition at least one low cost / no cost CPD event organised during the year for up to 100 LR delegates, provision to be made for students to attend</p> | <p>To generally support the work of the LRFSG, expenses incurred in organising business meetings etc 1,000.00</p> <p>Organisation of CPD event 2,000.00</p> |

| | | |
|--|---|--|
| <p>London Food Study Group (Cont)</p> | <p>Any unallocated places to be to offered non-LR Members of the CIEH at cost</p> | |
| <p>London Health and Safety Study Group</p> | <p>LHSSG seminars are held at least three times a year to update members on H&S topics, HSE project work and to give opportunity to bench mark and network</p> <p>Meetings booked for April, August and October.</p> <p>In addition one low/no cost CPD event will be organised during the year providing at least 5 core hours of CPD for up to 50 delegates, provision to be made for students to attend.</p> <p>Current event being organised is a safe Racking and transportation training day on the 14th September</p> | <p>To generally support the work of the LRHSSG, expenses incurred in organising business meetings etc 1,000.00</p> <p>Organisation of CPD event 2,000.00</p> |
| | | |

| | | |
|---|--|---|
| <p>London Pollution Study Group</p> | <p>Meetings of the LRPSG to be held on themed subject areas six times during the year – provisional dates January, March, May, July, September, November</p> <p>In addition one low cost CPD event is also being organised</p> | <p>To generally support the work of the LRPSG expenses incurred in organising business meetings etc 1,000.00</p> <p>Organisation of CPD event 2,000.00</p> |
| <p>London Region Housing Study Group & CIEH / ALEHM Joint Regulatory Sub-Group</p> | <p>6 meetings of LRHSG to be held on themed subject including invited speakers from the CLG, industry, independent sector etc.</p> <p>5 meetings of regulatory sub-group to be held on themed subject – to include HMO licensing; the Rogers report; HHSRS</p> | <p>To pay expenses incurred in organising business meetings. Guest speakers are invited to each meeting and their travel and other reasonable expenses need to be met (note- a fee is not offered). Furthermore, tea and coffee for approximately 30-40 attendees per meeting held at Chadwick Court is required etc. £3,000</p> |

| | | |
|--|---|--|
| <p>London Region Housing Study Group & CIEH / ALEHM Joint Regulatory Sub-Group (Cont)</p> | <p>In addition at least one low cost/no cost CPD event organised during the year for up to 100 LR delegates, provision to be made for students to attend. Any unallocated places to be non-LR Members of the CIEH at cost.</p> | <p>Organisation of CPD event £2,000</p> |
|--|---|--|

COMMUNICATIONS

The London Region Management Board will ensure that Members of the London Region are kept informed of regional events and activities by:

- Maintaining the London Region Web Site and ensuring that the Minutes of all the Boards Meetings and any other forum on which the London Region is represented are posted for access by Members. This includes where confidentiality will not be compromised, briefings to the London Region Trustees and the London Region Policy Officer
- Holding Members Forums periodically throughout the year and in conjunction with the Boards Annual Meeting
- The dissemination of information by email and / or printed newsletters and by drawing the attention of London Region Members to matters of importance (for example the Draft Business Plan) and of other interest by advertisements placed in Environmental Health News as necessary.

These will indicate how the information may be accessed and how feedback from members, if required can be submitted to the LRMB

- In addition the Study Groups will ensure that presentations given by speakers at meetings and CDP events are also posted on the London Region website so that all Members can benefit from them

LONDON REGION – SWOT ANALYSIS

STRENGTHS

The largest Region in respect of numbers of members and therefore able to call on a pool of expertise representing all aspects of environmental health work

London Region includes the capital city of the United Kingdom and in the City of London an important European financial centre. London is a major tourist centre of world renown with 30 million foreign visitors spending £14.2 billion during 2005 - the highest figures since records began

London Region Policy Officer has the opportunity to establish strong and positive links with Central and Regional Government, the London Assembly and the ALEHM

London recognised as a “major player” within the environmental health community enabling it to promote change through London Local Authority Acts etc

Past President of the CIEH / current President of the Royal Society for the Promotion of Health is a member of the Management Board

Strong international links with the Jamaican Association of Public Health Inspectors and CDCC, Atlanta, Georgia USA

The Region includes two airports including in Heathrow the busiest in the world, the Port of London Authority, inland container depots, and large wholesale meat, fish and fruit/vegetable markets

WEAKNESSES

Major communication problems – inaccurate email addresses for members make the dissemination of information a labour intensive task

London Region Web Site significantly out of date

Perceived general apathy of members in London to the role and purpose of the London Region and towards the CIEH in general. Very poor response by London members to the on-line based survey carried out in February 2006 with just a 10.1% return from over 1400 members

The "same old faces" syndrome

Region covers a large geographical area with virtually all meetings and events being held at Chadwick Court which may make them unattractive for members located in the outer London Boroughs

Unreliability of London's transport system also dissuades members from attending meetings and events

Study Group activity has been intermittent with some study groups more active than others

THREATS

Lack of support and encouragement from Heads of Service and Senior Managers, who may not be EHP's and reluctant to allow staff to attend meetings and events held during normal working hours

No appreciation by Head's of Service and Senior Management of the importance of CPD in promoting staff development and skills acquisition

OPPORTUNITIES

Now have the opportunity to re-engage with the membership and promote the participation of members in the activities of the Region

Overhaul the member database and nail the communications "bug-bear" once and for all

Make full use of the opportunity presented to the London Region and its members from the establishment of the London Region Policy Officer and to offer support and assistance in establishing strong links with Central and Regional Government and other organisations where an environmental input is required or sought

Establish strong links with all current and future students and ensure they are given every opportunity to participate in the work of the Region and to attend events and meetings

Direct our energies towards providing what the membership survey identified as London members number one priority – Low Cost CPD training

London – 2012 Olympics with the majority of the sporting venue's and the Olympic village based in the London area. Anticipate a requirement for a major environmental health input

The decision by ALEHM to enter the commercial sector and to operate as a company by guarantee and eventually a registered charity offers new and exciting opportunities for partnership working which the LRMB will be eager to explore with them

APPENDIX 1 – CIEH LONDON REGION MANAGEMENT BOARD TERMS OF REFERENCE

1. The London Region Management Board shall consist of a Chair, Secretary, and Treasurer and such other posts deemed necessary for the proper functioning of the London Region having regard to the best interests of its members

The Board may elect a President for the London Region if it so wishes.

2. All Members of the London Region Management Board shall be members of the CIEH in good financial standing
3. Membership of the Management Board for the London Region shall be by way of an open election to be held at the Annual General Meeting / Members Forum of the London Region
4. Nomination of members of the London Region in good financial standing for election to the London Region Management Board shall be proposed and seconded by at least two other members who themselves must also be in good financial standing
5. Self –Nominations from members of the London Region in good financial standing for election to the London Region Management Board will be accepted subject to another member in good financial standing supporting the proposed nominee
6. In the event of more than one nomination being received for the office of President, Chair, Secretary, Treasurer or any other designated London Region Management Board post, an election shall be held by way of a show of hands / secret ballot at the AGM - Members Forum / postal vote
7. In the event of a failure to receive any nominations for any of the posts on the London Region Management Board, the London Region Interim Management Board or the London Region Management Board shall have the authority to make appointments from a Members Forum or by the Chair using their Delegated Powers
8. The term of office of the London Region Management Board shall not exceed **1 year between** elections

9. The elected members of the Council (Trustees) representing the London Region shall, Ex-Officio be members of the London Region Management Board with full voting rights
10. The London Region Policy Officer shall, Ex-Officio be a member of the London Region Management Board with full voting rights
11. The Board shall meet at least quarterly and as many other times during the year as required to ensure the proper and efficient management and administration of the London Region and a meeting of the LRMB shall be quorate if no less than Five (5) Board Members are in attendance
12. The Board shall organise a Members Forum which will incorporate the Annual General Meeting. Motions can be put forward for discussion and agreement at the AGM but must be received within one month of the advertised date of the meeting being held.
13. The Board shall produce an annual report, including financial reports, on the activities of the Regional Management Board and Study Groups for the previous year. Members may have an opportunity to consult on the draft annual report. The Board shall appoint two auditors on an annual basis to independently audit the CIEH London Region accounts.
14. The Board shall produce a Business Plan for the forthcoming year to be submitted to the CIEH by the 1st July each year. Members will have an opportunity to consult on the Business Plan.
15. The Board shall maintain and regularly update a comprehensive list of all CIEH members allocated to the London Region (all categories of membership).
16. The Management Board shall also undertake the following activities,
 - Organise, in liaison with other partners, a programme of meetings, seminars, conferences and other training / CPD events for members
 - Regularly review the needs of its members and identify actions needed to support the changing role of Environmental Health
 - Recruit new members to London CIEH Region
 - Support regional student recruitment and development
 - Support recruitment and retention of professional officers within London

- International activities and support
- Representation at CIEH events outside the region at meetings, conferences, seminars and other events

17. Undertake any other activity that are required to support the achievement of the CIEH mission on a regional level.

APPENDIX 2 – LONDON REGION STUDY GROUPS

1. Study Groups will report to the London Regional Management Board. A summary of activities and full accounts shall be provided for discussion at the Annual General Meeting.
2. Study Groups will elect a Chair and Secretary annually and will be entitled to send one of these officers as a representative to sit on the London Region Management Board. Substitutes will be accepted
3. Study Groups will be part funded by the region through agreed business planning and will be expected to supplement funding through sponsorship and other activities such as charging policies for events.
4. Study Groups will be able to provide sub groups, subject to agreement by the Management Board, for specific activities or projects.
5. Study Groups will organise and deliver a programme of regular CPD training to members of the London Region within the scope of their professional specialism on a low cost and economic basis
6. Study Groups will prepare an annual programme of activities for the forthcoming year together with provisional costings where possible and submit this to the London Region Management Board as part of the forward Business Planning process by 1st September each year.
7. In preparing their programme of activities Study Groups will have regard to the London priorities set out in the Business Plan and to any specific London strategy programme prepared by the London Region Policy Officer and the ALEHM
8. Study Groups need to ensure that they liaise with London Region Policy Officer, the ALEHM and relevant regional groups to prevent duplication and work towards a co-ordinated process of effective collaboration.
9. Study Groups shall put forward regional issues, data on trends, challenges and future considerations for discussion at the Management Board and with London Regional Policy Officer.
10. Study Group Meetings will be open to non-members of the Region. The right of attendance at the larger organised CPD Events will be restricted to, and free for London Region members. However, Study Groups shall be free to offer any unallocated places at such events to non-London Region Members subject to an appropriate fee being paid

**APPENDIX THREE – CIEH / ALEHM
DRAFT TERMS OF REFERENCE JOINT REGULATORY SUB GROUP**

1. RELATIONSHIP TO ALEHM AND THE CIEH

The Association of London Environmental Health Managers (ALEHM) is keen to support representation from London Local Authority Officers to the newly established private sector housing team at the Local Authority Co-ordinating Organisation for Regulatory Services (LACORS) as it does already through the Food Co-ordination Group.

Meetings of the CIEH Housing Study and HMO Group were asked whether they wish to establish a new “managers” organisation and have indicated they do not want more meetings than already take place.

The HMO sub-group is the prime focus for issues on private sector regulation and started life as a local government organisation independent of the CIEH. It therefore seems the natural organisation to take on this role.

In establishing its business plan the LRMB has noted the dual role required of housing meetings in London in the absence of any specific ALEHM sub-group or alternative government sponsored technical network in this area. It therefore welcomes the development of a dual function serving both the needs of ALEHM and of London CIEH members working in private sector housing

2. MEMBERSHIP

The regulatory group will be open to;

- all CIEH members working in the private rented sector
- all London Borough officers working in the private rented sector
- all voluntary, representative and campaign organisations able to support the work of London Boroughs in this field or to support the charitable objectives of the CIEH.

A chair and secretary will be elected at the first meeting of the regulatory group

3. ADMINISTRATION

Meetings of the working group will take place every two months and alternate with meetings of the CIEH London Housing Group. A timetable of meetings will be drawn up at the start of the year on an annual basis. Additional meetings, for example of sub-groups and for training days, will be held to address particular regulatory concerns or to meet particular needs of CIEH members

The working group will provide feedback reports from its meetings to ALEHM and the CIEH LRMB following each meeting

4. ROLES AND RESPONSIBILITIES

The primary roles and responsibilities of the sub group are as follows:

- To provide a professional network to support the work of CIEH members working in the field of private sector housing.
- To provide CPD opportunities to all CIEH members whether or not they are currently working in private sector housing.
- To represent the concerns of London officers working in private sector housing to the LACORS private sector advisory group
- To receive and respond to enquiries and communications from that LACORS group and any successor organisations it establishes.
- To respond to any initiatives as may be initiated from time to time by either the CIEH LRMB or ALEHM in the field of the regulation of private sector housing.
- To raise with CIEH LRMB and ALEHM issues relating to the regulation of private sector housing on which they should take action.

5. RELATIONSHIP WITH THE CIEH LONDON HOUSING GROUP

The CIEH London Housing Group will continue to act as the primary group responsible to the CIEH for delivering professional support to all its members working in private sector housing. Its function will be to address overall policy and funding for work in the sector and to focus on the renewal aspects of private sector housing work

To ensure members and London Boroughs are able to benefit from both groups the Housing Group will establish the timetable of meetings for both to

ensure regular meetings that do not clash, and will be responsible for managing the annual budgets to support their work

The two groups will work together to avoid duplication and the regulation group will generally be expected to cover tenancy issues since regulation primarily addresses the rented sector.

However to ensure that opportunities for training and constructive dialogue are not lost the two groups will cover each others primary fields where this is necessary to address a new policy initiative or take advantage of a particular guest speaker / training opportunity

**APPENDIX FOUR – LONDON REGION
ACCOUNTS FOR 2006**

| 2005 | Receipts | 2006 |
|-------------|-------------------------------|-------------|
| 12365.29 | Balance from last year | 12736.02 |
| 5791.00 | Centre Grant | 6409.80 |
| 2000.00 | CHGL Grant | 2000.00 |
| 238.12 | Bank Interest | 293.50 |
| 0.00 | VAT Refund | 1222.08 |
| 327.50 | Refund of Conference Expenses | 314.66 |
| 20721.91 | Total | 22976.06 |

| 2005 | Payments | 2006 |
|-------------|------------------------|-------------|
| 626.64 | Centre Expenses | 2296.26 |
| 1895.408 | CPD Workshops | 3262.27 |
| 725.52 | Study Groups | 2589.24 |
| 2216.44 | Congress Expenses | 1887.07 |
| 740.25 | Training | 761.40 |
| 1781.64 | International Expenses | 1109.20 |
| 12736.02 | Balance at Bank | 11070.62 |
| | | |
| 20721.91 | Total | 22976.06 |

APPENDIX FOUR (CONTINUED)
LONDON REGION
ACCOUNTS FOR 2006

| Date | Reference | Source | Amount | Cheque No | Balance |
|-------------|------------------|------------------------|------------------------------------|---|----------------|
| 1/1/06 | Opening Balance | | | | 12736.02 |
| 5/1/06 | 01 | Housing Study Group | 91.07 | 149 | |
| 18/1/06 | 02 | Region Expenses | 22.10 | 145 | |
| 6/2/06 | 03 | Housing Study Group | 71.85 | 401 | |
| 7/2/06 | 04 | Region Expenses | 152.00 | 402(cheque missing) 412 replacement | |
| 15/2/06 | 05 | Region Expenses | 591.62 | 403 | |
| 15/2/06 | 06 | International Expenses | 65.00 | 404 | |
| 23/3/06 | 07 | Food Study Group CPD | FSG 1008.16 Centre 940.00 | 405 | |
| 1/3/06 | 08 | Gross Interest | 62.49 | Cr | |
| 4/4/06 | 09 | Region Expenses | 25.00 | 406 | |
| 12/4/06 | 09a | Grant from CIEH | 6,409.80 | Cr Bank Statement | |
| 12/4/06 | 010 | JCC Expenses | 761.40 | 407 | |
| 12/4/06 | 011 | Housing Study Group | 114.57 | 408 | |
| 24/4/06 | 013 | Food Study Group CPD | 64.51 | 409 | |
| 28/4/06 | 014 | Pollution Study Group | 79.32 | 410 | |
| 28/4/06 | 015 | Housing Study Group | 78.73 | 411 | |

| | | | | | |
|---------|------|-------------------------------|--------|-----------------------|--|
| 4/5/06 | 016 | Housing Study Group | 79.32 | 413 | |
| 12/5/06 | 017 | Region Expenses | 23.50 | 414 | |
| 6/6/06 | 018 | Health and Safety CPD | 806.65 | 415 | |
| 6/6/06 | 019 | Housing Study Group | 91.07 | 416 | |
| 6/6/06 | 020 | Health and Safety CPD | 265.36 | 417 | |
| 6/6/06 | 021 | CHGL Bursary | 2,000 | Cheque | |
| 16/6/06 | 022 | VAT REFUND | 581.38 | Cheque | |
| 26/6/06 | 023 | Gross Interest | 69.32 | Cr see bank statement | |
| 13/7/06 | 024 | Region Expenses | 23.50 | 418 | |
| 13/7/06 | 025 | Housing Study Group | 79.32 | 419 | |
| 14/7/06 | 026 | Region Expenses | 25.00 | 420 | |
| 24/7/06 | 027 | International Expenses | 742.20 | 421 | |
| 24/7/06 | 028 | Housing Study Group | 91.07 | 422 | |
| 24/7/06 | 029 | Pollution Study Group | 64.00 | 423 | |
| 26/7/05 | 030 | Conference Expenses | 110.00 | 424 | |
| 30/8/06 | 031 | Health and Safety Study Group | 138.07 | 425 | |
| 1/9/06 | 031a | Gross Interest | 84.03 | Credit | |
| 4/9/06 | 032 | Conference Expenses | 943.00 | 426 | |
| 4/9/06 | 033 | Conference Expenses | 600.00 | 427 | |
| 15/9/06 | 034 | Food Study Group | 495.27 | 428 | |
| | | | | | |

| | | | | | |
|----------|------|------------------------|---------|---|--|
| 15/9/06 | 035 | Conference Expenses | 79.92 | 429(missing cheque) replacement 435 | |
| 20/9/06 | 036 | Conference Expenses | 28.20 | 430 | |
| 20/9/06 | 037 | Conference Expenses | 23.00 | 431 | |
| 21/9/06 | 037a | VAT Refund | 640.70 | Cr | |
| 22/9/06 | 038 | Conference Expenses | 80.55 | 432 | |
| 22/9/06 | 039 | Region Expenses | 25.00 | 432 | |
| 22/9/06 | 040 | Region Expenses | 39.10 | 433 | |
| 6/10/06 | 041 | Conference Expenses | 22.40 | 434 | |
| 18/10/06 | 042 | Food Study Group | 35.25 | 436 | |
| 18/10/06 | 043 | Region Expenses | 25.00 | 437 | |
| 18/10/06 | 044 | Housing Study Group | 79.32 | 438 | |
| 10/11/06 | 045 | Housing CPD Day | 1117.59 | 439 | |
| 10/11/06 | 046 | Housing Study Group | 79.20 | 440 | |
| 10/11/06 | 047 | Housing Study Group | 79.32 | 441 | |
| 10/11/06 | 048 | Region Expenses | 67.57 | 442 | |
| 10/11/06 | 050 | International Expenses | 302.00 | 444 | |
| 1/12/06 | 050a | Gross interest | 77.66 | Cr | |
| 12/12/06 | 051 | Region Expenses | 89.54 | 445 | |
| 12/12/06 | 052 | Food Study Group | 739.67 | 446 | |
| 12/12/06 | 053 | Housing Study Group | 102.82 | 447 | |
| 12/12/06 | 054 | Region Expenses | 16.93 | 448 | |

| | | | | | |
|-----------|-----------------|-------------------------------|--------|--------|----------|
| 12/12/206 | 055 | Region Expenses | 71.00 | 449 | |
| 19/12/06 | 056 | Region Expenses | 159.40 | 450 | |
| 22/12/06 | 057 | Refund of conference Expenses | 314.66 | Credit | |
| 31/12/06 | Closing Balance | | | | 11070.62 |

**APPENDIX FIVE – RESULTS OF THE CIEH MEMBERSHIP SURVEY –
FEBRUARY 2006**

LONDON REGION

8 London

Q1. Please indicate which Region you are a member of:

N %

No response 0 0.0%
Cymru Wales 0 0.0%
East of England 0 0.0%
East Midlands 0 0.0%
London 108 100.0%
North East 0 0.0%
North West 0 0.0%
Northern Ireland 0 0.0%
South East 0 0.0%
South West 0 0.0%
West Midlands 0 0.0%
Yorkshire & Humber 0 0.0%

Total 108 100.0%

Q2 If you are a member of a SIG, please indicate which one:

N %

Commercial & Industrial 11 73.3%
Port Health 4 26.7%

Total 15 100.0%

Q3 Please identify your type of CIEH membership:

N %

No response 1 0.9%
Student 6 5.6%
Affiliate or Associate 6 5.6%
Graduate 17 15.7%
Not working 1 0.9%
Voting or Fellow 76 70.4%
Retired 1 0.9%

Total 108 100.0%

**Q4 Please indicate your sector of employment:
N %**

No response 1 0.9%
Armed forces 1 0.9%
Central government or agency 1 0.9%
Education 1 0.9%
Local government 93 86.1%
NHS 1 0.9%
Not currently working 3 2.8%
Private sector company 5 4.6%
Retired 1 0.9%
Self-employed 1 0.9%

Total 108 100.0%

**Q5 Please indicate your age:
N %**

No response 0 0.0%
Under 24 1 0.9%
25 - 34 11 10.2%
35 - 44 31 28.7%
45 - 54 48 44.4%
55 - 64 17 15.7%
65 plus 0 0.0%

Total 108 100.0%

**Q6 If you are not a student, who pays for your annual subscription?
N %**

No response 18 16.7%
Your employer 21 19.4%
You 69 63.9%

Total 108 100.0%

Q7 How important to you is it that your SIG and / or Region provide the following:

1 Not at all important / 5 Very important / N

Q7a Training that provides CPD hours 1.9% 3.8% 14.2% 30.2% 50.0% 106
Q7b Sharing best practice 0.9% 1.9% 7.5% 38.3% 51.4% 107

Q7c Social Events 18.5% 25.0% 38.0% 16.7% 1.9% 108
 Q7d Lobbying regional and local government on EH issues
 1.9% 4.7% 13.2% 33.0% 47.2% 106
 Q7e Sponsoring students in EH degree courses 2.8% 7.5% 30.2% 26.4% 33.0%
 106
 Q7f Promoting EH as a career in schools and colleges 0.9% 9.3% 15.7% 38.0%
 36.1% 108
 Q7g Educational visits to companies concerned with EH issues
 1.9% 12.1% 38.3% 34.6% 13.1% 107
 Q7h Meetings to discuss Region or SIG business 4.8% 8.6% 27.6% 42.9%
 16.2% 105
 Q7i A website to learn of Region or SIG business 2.8% 8.4% 32.7% 33.6%
 22.4% 107
 Q7j A newsletter 3.7% 9.3% 33.6% 38.3% 15.0% 107
 Q7k Meeting staff from CIEH head office for briefings on CIEH activities
 4.6% 13.0% 34.3% 34.3% 13.9% 108
 Q7l Networking for students, new professionals, retired members, chief officers
 etc
 3.7% 11.1% 25.0% 45.4% 14.8% 108

**Q7 Other activities that the SIG or Region should provide
 Rating 1- 5**

Private sector housing conferences 5
 Seeking more opinions of members 5
 working groups to develop procedures/policies eg. Housing study Group 5
 communication on current & topical issues 5
 study groups - v impt 5
 Regional conferences 5
 Involvement in future direction of CIEH 5
 study tours 4
 Networking with Other Enforcement Agencies 4
 Joint procedures 4
 Cross borough working 4
 opportunities to meet other members with shared professional interest, eg noise,
 1
 Study groups are essential and contacts between EHOs, Government, industry, &
 other organisations can be organised through them -

 earning the excessively expensive membership fee. Not being an upper class
 creation of minimal significance and severely lacking individual support and help
 to your members. - peer review, bench marking opportunities -

 Providing a scheme of use and not a severe pointless rip off such as the APC.

Explaining what you actually provide apart from an overpriced magazine to advertise jobs and generally pointless –

Q8 Other training courses the SIG or Region should provide
Rating 1- 5

International environmental health updates 5
Housing finance 5
Events with London regional bodies such as GLA, ALG and London health Commission 5
Updates in pest control 5
Local Authority legislation 5
Food standards 4
Licensing 4

Q8 How important to you is it that your SIG and / or Region provides training courses on the following subjects:
1 Not at all important / 5 Very important / N

Q8a Updates in food safety and hygiene 4.7% 14.0% 12.1% 31.8% 37.4% 107
Q8b APD and achieving Chartered status 6.6% 7.5% 40.6% 27.4% 17.9% 106
Q8c Updates in environmental protection 5.6% 3.7% 23.4% 43.0% 24.3% 107
Q8d Career planning and development 4.7% 12.3% 43.4% 22.6% 17.0% 106
Q8e Core management skills for EHPs 3.8% 12.3% 31.1% 38.7% 14.2% 106
Q8f Updates in licensing 5.6% 7.5% 32.7% 35.5% 18.7% 107
Q8g Career opportunities in the public health sector
6.5% 5.6% 37.4% 36.4% 14.0% 107
Q8h EH and the law 0.9% 3.7% 9.3% 48.6% 37.4% 107
Q8i Presentation and communication skills 5.7% 13.2% 38.7% 30.2% 12.3%
106
Q8j Updates in housing 6.5% 11.2% 26.2% 22.4% 33.6% 107
Q8k Managing media enquiries and interviews 4.7% 13.1% 41.1% 29.9% 11.2%
107
Q8l Influencing and network skills 6.5% 15.9% 39.3% 32.7% 5.6% 107
Q8m Planning and managing stakeholder
consultations
3.7% 21.5% 40.2% 26.2% 8.4% 107
Q8n Planning for retirement 23.1% 22.2% 32.4% 16.7% 5.6% 108
Q8o Returning to work after a career break 18.5% 16.7% 34.3% 23.1% 7.4%
108
Q8p Personal safety in the workplace 7.5% 17.9% 28.3% 26.4% 19.8% 106
Q8q Updates in Health and Safety 1.9% 10.3% 20.6% 30.8% 36.4% 107
Q8r Passing the experiential learning portfolio
(ELP) and professional exams

18.9% 13.2% 19.8% 25.5% 22.6% 106
 Q8s Updates in public health 0.9% 4.7% 22.4% 39.3% 32.7% 107
 Q8t Preparing and publishing good practice case studies/research
 2.8% 7.5% 14.2% 50.9% 24.5% 106
 Q8u Updates on emergency planning and response
 3.7% 7.5% 33.6% 30.8% 24.3% 107
 Q8v Using reflective learning to improve work performance
 7.5% 14.0% 39.3% 30.8% 8.4% 107

Q9 How often do you think training courses should be held by your region or SIG?

N %

No response 2 1.9%
 Monthly 13 12.0%
 Quarterly 66 61.1%
 Six monthly 11 10.2%
 Annually 2 1.9%
 Not sure 14 13.0%

Total 108 100.0%

Q10 When would you be most likely to attend training courses organised by your region or SIG?

N %

No response 0 0.0%
 Daytime 93 86.1%
 Evening 6 5.6%
 Weekend 5 4.6%
 Unlikely to attend 4 3.7%

Total 108 100.0%

Q11 Up to how far would you be prepared to travel for a training course organised by your region or SIG?

N %

No response 0 0.0%
 10 miles 18 16.7%

20 miles 35 32.4%
 30 miles 29 26.9%
 50 miles 17 15.7%
 100 miles plus 7 6.5%
 Unlikely to attend 2 1.9%

Total 108 100.0%

Q12 How would you prefer to receive communication from your SIG and / or Region?

N %

No response 0 0.0%
 Email 82 75.9%
 Mail 14 13.0%
 Reading on the website 11 10.2%
 Telephone 0 0.0%
 Not interested 1 0.9%

Total 108 100.0%

Q13 If you have attended or visited any of the following Centre or Branch activities in the last 12 months, how would you rate them? Fairly poor - lot of room for improvement = Reasonably good - still room for improvement – Very good - Excellent - No experience / N

Q13a One-day training courses 3.2% 24.7% 22.6% 9.7% 39.8% 93
 Q13b Weekend schools or symposia 2.3% 2.3% 8.0% 3.4% 83.9% 87
 Q13c Business meetings 1.1% 22.2% 14.4% 3.3% 58.9% 90
 Q13d Social events 2.3% 6.8% 10.2% 3.4% 77.3% 88
 Q13e Study Groups 0.0% 17.4% 28.3% 13.0% 41.3% 92
 Q13f CIEH Directors Roadshow 2.3% 7.0% 10.5% 3.5% 76.7% 86
 Q13g Centre website 8.9% 36.7% 12.2% 2.2% 40.0% 90

Q14 What have been the main reasons for you not attending Centre or Branch activities in the past?

N %

Q14a Not interested in the subject matter 31 28.7%
 Q14b Inconvenient location 16 14.8%
 Q14c Too busy, not enough time 63 58.3%
 Q14d Too expensive 19 17.6%
 Q14e Employer does not allow me to go, or does not permit the time out from work 10 9.3%

Q14f Quality of events 6 5.6%
Q14g Not enough opportunity for networking 1 0.9%
Q14h I have not known about them 45 41.7%
Q14i Not targeted at my needs 21 19.4%
Q14j Not interested in CIEH activities generally 2 1.9%
Q14k Employer does not see any value in me meeting the CIEH CPD requirements 5 4.6%
Q14l I do not see the value of meeting the CIEH CPD requirements 4 3.7%
Q14m Preference for attending non-CIEH organised events 7 6.5%

Q14 Other reasons for not attending Centre or Branch activities in the past

I now live in South Africa, so location is an issue. While living in UK I worked as an academic and researcher, where CIEH courses are not so relevant.

Not applicable - I attend a wide range

Not sure they happen that often anyway

I attend all London region management board meetings to ensure CPD and members activities are facilitated

I generally attend unless too many others from my team are also going and not all allowed to go some London LAs do not support attendance, my current Council does.

I also have to meet the CPD requirements of the Chartered Institute of Housing of which I am also a Corporate Member

Study group organisers do their best but the centre itself never communicates with me

I have other commitments in voluntary work

High level of work pressure makes it difficult

All meetings are in the afternoon, which makes it difficult to attend by part-timers

Q15 Please provide any comments you would like to make or details of any issues you wish Regions and SIGs to consider

Updates on various subject areas should/could be held in conjunction/partnership with the relevant stat authority, eg FSA, HSE, Defra, CIH, DTI, HPA, DH, HO, thus reducing costs, following BV principles, and ensuring consistency

This consultation is a very good idea, but in places there were not enough options for me to select most appropriate response (a not applicable box is needed in places).

All the best with the Region and SIG reforms.

There are greater 'pressures' to get/ keep 30 hours of training per year and with training budget costs/competition; I look to our own professional body to provide/facilitate the lion share and exact type of training needed to 'execute' and promote the issues of the day.

The Port Health SIG provides invaluable support for those working in that specialism.

The London Centre needs to re-engage with the membership. The Housing Study Group needs to be less political and focus more on the practical issues.

The London Centre has been organised around specialist subject areas for many years and this represents the way work is structured in London. This means that few members have any real interest in the regional structure and it needs paid administrative support if it is to do anything significant.

More involvement in Licensing and Food Standards

I work mainly in Health and Safety and we tend to attend HSE/LACORS events more regularly. There doesn't seem to be much of a culture of attending CIEH events amongst my colleagues and those that are offered seem to be very expensive.

I think it is important that regions and SIG's provide CPD opportunities for the members especially with the increased hours needed for chartered EHP status.

The role of a regional officer is paramount in ensuring that regional matters are highlighted with the necessary government and regional bodies and that CIEH influence is enhanced.

I look to the CIEH for being the centre for most of my training needs. I expect the CIEH to represent all EH issues in a competent manner to the media and to Government.

I consider page 4 of this questionnaire is badly designed as some questions have more than 1 answer e.g. question 9 (the frequency would depend on the course).

Good luck with trying to defeat inertia.

CIEH is a rotten organisation of expense, inconsistency and inappropriate activity. Many staff are of the upper elk of self importance and the organisation is of a poor nature and quality that does nothing to assist its members in/of need to retain their L.Govt EHO posting if challenged without satisfactory reason. You scratch mine and I will scratch yours.

As a member of the Greater London Centre Council and currently a non-working EHO I am happy to foot the cost of attending study group meetings and Centre Council business meetings but the cost of attending many of the larger seminars etc is way beyond my means. I would ask that consideration be given to offering a limited numbers of places at a reduced cost to EHO's like me who not only wish to comply with the CPD requirements but also to keep up to date on professional matters. I would also ask that some of the FSA and other Government Agency workshops / seminars arranged only for LA staff be made available to members working in the C & I sectors.

The balance of persons working in local government as opposed to the commercial sector is changing and it is important that these members are engaged and familiar with the policy / guidance being rolled out from the centre.

Although I have rated some of these courses as not important they may be for other people. I think the more courses that the SIG can provide the better. I do however think that environmental health managers should be encouraged to let more people onto the training courses.

Assistance with ELP. Somehow I have not been informed of courses although I have registered to receive information via e-mail. strangely I seemed to have missed all the other events. How best to fix this problem?