

**MINUTES OF CIEH BUCKINGHAMSHIRE BRANCH ANNUAL GENERAL MEETING  
HELD AT STOKE MANDEVILLE COMMUNITY HALL,  
ON 17 JANUARY 2011**

<b><u>Present:</u></b>	Neil Green	Aylesbury Vale District Council
	Sean Dunne	Aylesbury Vale District Council
	Richard Swan	Aylesbury Vale District Council
	Jacqui Bromilow	Aylesbury Vale District Council
	Vicky Elliott	Chiltern District Council
	Ian Snudden	Chiltern District Council
	Andrew Collinson	Wycombe District Council
	Julian Smith	Wycombe District Council
	Stephen Starsmore	Wycombe District Council
	Helen Esom	Slough
	Ginny de Haan	Slough
	Gary Gould	RAF
	John Rasell	Milton Keynes Council
	Gillian Clarke	Milton Keynes Council
	Terry Jenkins	Milton Keynes Council
	Linda Lofts	Milton Keynes Council
	Cat Pryke	Milton Keynes Council
	Sue Morphew	Milton Keynes Council
	Clare Lycett	Milton Keynes Council
	Graham Jukes	CIEH
	Peter Hill	
	Sandra Edmeade- Walters	
	Megan Londy	Bucks ELP Placement
 <b><u>Apologies:</u></b>	Stacie Hollingsworth	Wycombe District Council
	Lindsey Hone	Aylesbury Vale District Council
	David Gilmour	South Bucks District Council
	Natasha Bentley	Milton Keynes Council

**1. Chairman's Welcome**

Gillian Clarke the out going Chairman reviewed the year and highlighted that approximately 12 months ago Tony Lewis of CIEH was talking about 25% cuts in EH staffing which had now sadly become reality in places. The problem of students' placements continues in that 600 students are qualifying from

**Action**

university with only 200 placements available. The CIEH re-organisation with an increasing responsibility to reasonable level for accountability, retention and recruitment with currently only 55% of branches active with no branch in Manchester or the North West and that the CIEH was soon to produce some low cost training courses. She was also happy to pass on to the incoming Chairman a vibrant branch and wished the committee and members well for 2011.

## 2. **Confirmation of Minutes from 11 November 2010**

There were no amendments to the minutes and they were signed off as a true copy.

## 3. **Treasurer's Report**

Gill confirmed the work done by Simon Teesdale in past years as Treasurer and stated that she took over the account in November 2010. Although funds available to the Branch had gone down in 2010 there were still sufficient funds to support the Branch in training events or other members' activities. Branch assets were approximately £9,500 but that did not take into account the approximate £2,500 earmarked towards Megan Lundy's DLP training.

There were no specific questions on the Branch finances and they were agreed by all. (NB accounts need to be sent to CIEH)

Incoming  
Treasurer

## 4. **Secretary's Report**

John confirmed that the Branch Committee held 6 meetings including the AGM and that due to illness, Gill had taken over the responsibilities of Secretary during the Summer months. Eight training days were put on in 2010 generating over 3,000 hours of CPD training, with the most popular course being that of the Food Fraud Seminar and also the Julie Barrett training course and Health and Safety in the Beauty Sector. Events were charged from £5-25 for Buckinghamshire members and that during 2010 the branch had not incurred any costs for speakers. John particularly thanked the efforts of the following, Isobel Feber who had significantly provided support to students in respect of ELP and professional exam training, Natasha Bentley who behind the scenes dealt with all the bookings and financial queries on invoices, Stacie and Gillian who had helped to run courses and the committee who assisted in many ways. All the presentations from CIEH Buckinghamshire Branch are normally displayed on the CIEH website under [www.CIEH.org/members/regionalnetwork.html](http://www.CIEH.org/members/regionalnetwork.html).

Megan Lundy was selected in September 2010 as the student to complete ELP placement and has worked at 3 authorities and was currently with IHG for ongoing training.

## 5. **Election of Branch Officers**

Chairman - Neil Green  
Senior Vice Chairman – Richard Swan  
Junior Vice Chairman – **Vacant**  
Treasurer – Andrew Collinson  
Secretary – John Rasell  
C&I Rep. - Helen Esom  
PRO – Andrew Collinson  
Student Rep. - Vicky Elliott  
RAF Rep. – **(To be confirmed)**  
Branch Re Aylesbury – Sean Dunne  
Branch Rep Chiltern – Vicky Elliott  
Branch Rep Milton Keynes – Natasha Bentley  
Branch Rep SBDC – Puran Sanichara/David Gilmour  
Branch Rep Wycombe – Stacie Hollingsworth

## 6. **Branch Charity Nominations**

Gillian confirmed that the Branch had raised approximately £250 for The Brain Rehabilitation Trust which was based in Buckinghamshire in 2010. There then followed a vote in respect of the 3 nominations for charities in 2011:-

- Thomas Ball Childrens Cancer
- The Iain Rennie Hospice
- The Brain Rehabilitation Trust

By a small majority The Brain Rehabilitation Trust was voted in for a second year as the Branch charity.

## 7. **Update on Student Placement**

Megan Londy gave an update on her activities as the sponsored student for Buckinghamshire. She thanked all members for their financial support and then went on to thank staff at Milton Keynes, Chiltern and Aylesbury Vale where she had worked for approximately 3 months with all staff being helpful to her. She was currently with IHG and enjoying her time within the risk management team carrying out work on food safety, health and safety, security and crisis management. She commented that the work within the hotel group was on global standards set out by IHG as opposed to specific country legislation. She also noted the importance of the costs of carrying out work and to always be cost effective. Currently she was involved in investigating accidents and gas leaks and believed the scope of training offered by visiting more than 1 local authority benefited her in preparing her for her ELP.

## 8. **Student Bursary 2011**

Andrew Collinson proposed and Jacqui Bromilow seconded that the Branch should offer up to £500 for student training in 2011. -  
Passed

## 9. **Any Other Business**

Andrew Collinson raised that the Bucks. Food Group who met on 13<sup>th</sup> January 2011 wished the Branch to put on some form of consistency/sampling training and were suggesting that this could be one of the Andy Bowles ½ day training courses. Andrew would provide information of the costs of this training to the committee.

**Andrew Collinson**

There followed a question in respect of CPD training in respect the CPD Certificate that it could be counted for both health and safety and food safety such as legal training. It was verified that it was acceptable to include the same amount of hours in a training course for both subjects if they applied but they could only count once towards the total core hours required by members.

It was proposed to run in 2011 another Julie Barrett course subsidised by the Branch. It was agreed that in principle the Branch would investigate running such a course but the topics would have to be agreed by Buckinghamshire local authorities to get the most out of the day's training. The Secretary agreed to circulate to each local authority details of training courses for feedback on potential specific subjects.

**John Rasell**

Linda lofts proposed with Cat Pryke seconding that the Branch provide 1 place for a Buckinghamshire member at the "Best of the Best". This was agreed by all with the proviso that the Branch would not be paying travel or accommodation costs. The aspect of when was the most suitable time for training was discussed with the consensus that all day at training was probably more viable directly to local authorities and officers particularly if officers had to travel a considerable distance to attend a training course. It was agreed that the Branch would review the possibility of putting on afternoon/evening sessions with at least one pilot training session put on in 2011.

**Committee**

Andre Collinson then proposed that if local authorities cannot meet the travelling expenses to branch meetings then the Branch should support the volunteer officers in out of pocket expenses. Gillian Clarke seconded this motion and it was agreed by all if the eventually arose. Neil Green, the incoming Chairman, then gave a resume of his career and stated that he believed that the Branch provided excellent value for money and that he hoped to make and ensure that in 2011 the Branch remained both as a relevant and useful adjunct for members. He particularly paid thanks to the outgoing Chairman and to Simon Teesdale, who had been Treasurer for many years and that he wished to continue supporting students particularly in 2011 which could be a difficult year, run low cost training courses, make the Branch accessible as much to members and to possibly to run a evening speaker with meal.

Neil confirmed subject to confirmation of availability of executive

branch members the first meeting would be on Wednesday, 2<sup>nd</sup> February 2011 at The Bricklayers Arms, Aylesbury starting at 1:30 pm.

## 10. Presentations

There then followed a presentation by Sandra Edmeade-Walters of the joint local authority regulatory services on preparation for the 2012 Olympic Games. Some of the interesting aspects that came out of her presentation was that JLARS were working with 13 different regulatory services to provide a legal framework but that the majority of work was not in the urban brick site but outside the site with the vast number of visitors expected in the London boroughs. She also indicated that there was a problem where nationalities were taking over specific venues as their own national Olympic house that could include derelict buildings and JLARS was now involved with nationalities on such diverse subjects as water and electrics. There was also a 1 hour bus tour of the site and that she had been using the GI tool kit particularly directed towards infectious diseases. CIEH should be approached if any member wished to volunteer to assist at the Olympics.

The second presentation was by Peter Hill on climate change. Peter gave an informative talk specifically directed to how well Welwyn Garden City was reducing its carbon footprint and moving forward to reduce carbon with also some very interesting statistics and facts banded around on climate change.

There then followed a long question and answer session hosted by Graham Jukes, Senior CIEH, who stated that the CIEH needed to reposition itself with a trend from Government to remove regulatory burden from businesses and that the CIEH was stressing the need for basic public health work in local government. Private sector work was continuing to increase with successes such as a complete reorganisation of CIEH HQ. The full cost of membership was subsidised by approximately two-thirds by CHGL. One million pounds of reserves had been spent in 2010 with 11% of post at CIEH gone trustees changes has involved the number dropping from 23 to 9 with a £100,000 saving. For the next 90 minutes answered individual questions covering such aspects as Safer Food Better Business, Student training, competency standards where there was now a more mellow move towards generalisation, EPL/ADP training, the loss of jobs at LGR, the Public Health Bill and the need for local government to step in particularly in respect of the public health measures, poor health and the increasing likelihood of EHO's working in more than 1 local government area by sharing facilities.

The meeting ended at 4:50 hours with the next Branch Executive Meeting on 2<sup>nd</sup> February 2011

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**John Rasell**  
**Secretary – CIEH Buckinghamshire Branch**

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**Neil Green Clarke**  
**Chairman – CIEH Buckinghamshire Branch**

### **Distribution**

#### **External:**

Andrew Collinson – Wycombe District Council  
Neil Green – Aylesbury Vale District Council  
Sean Dunne – Aylesbury Vale District Council  
Stacie Hollingsworth – Wycombe District Council  
Vicky Elliott – Chiltern District Council  
Puran Sanichara – South Buckinghamshire District Council  
David Gilmour – South Buckinghamshire District Council  
Helen Esom – CNI Member  
Richard Swan – Senior Vice Chairman  
Megan Londy – Student by email

#### **Internal:**

Natasha Bentley – Milton Keynes Council  
Simon Teesdale – Milton Keynes Council  
Gillian Clarke – Milton Keynes Council  
Des Hillier – Milton Keynes Council

#### **External Information:**

Gary Gould – RAF by email  
Tony Lewis – CIEH, Chadwick Court  
Vicki Grace-Langrick – South East Region Executive Officer for South East Regional Website