

**MINUTES OF CIEH BUCKINGHAMSHIRE BRANCH EXECUTIVE COMMITTEE  
MEETING HELD AT THE BRICKLAYERS ARMS, AYLESBURY  
ON 7 FEBRUARY 2011**

<b><u>Present:</u></b>	Neil Green Sean Dunne Andrew Collinson John Rasell David Gilmour	Chairman – Aylesbury Vale District Council Branch Rep – Aylesbury Vale District Council Treasurer – Wycombe District Council Secretary – Milton Keynes Council Branch Rep – South Buckinghamshire Council
<b><u>Apologies:</u></b>	Stacie Hollingsworth Vicky Elliott Natasha Bentley	Branch Rep - Wycombe District Council Branch Rep - Chiltern District Council Branch Rep – Milton Keynes Council

	<b><u>Action</u></b>
1. The meeting opened at 12:45 with the Chairman welcoming the Committee members and highlighting the outcomes from the Annual General Meeting where only one post (junior chairman) was left vacant.	
2. <b>Matters Arising from the AGM and 11 November 2010 Branch Meeting</b>	
(a) <b>Student training</b> – In the absence of Vicky it was agreed that this item would be held over until the next meeting with the secretary requesting that Vicky verify what student training would be useful for Buckinghamshire students in 2011 and whether a mock trial as part of a legal day would assist the students. (Done by email)	<b>John Rasell Vicky Elliott</b>
(b) <b>Megan Lundy Training Programme</b> - It was agreed that Megan would be accepted at South Buckinghamshire District Council with David Gilmour the contact point and that Wycombe would accept Megan post April 2010 (Andrew contact point). A short discussion took place in respect of further training required by Megan with her written progress to be reviewed in April 2011 by the Chairman. John agreed to email all interested parties details in respect of Megan's remaining training programme. Megan to forward required areas of future training after speaking to SBDC and Wycombe to secretary by 1 March 2011.	<b>Megan Lundy John Rasell David Gilmour Andrew Collinson</b>
(c) <b>Afternoon/evening Training Sessions</b> - The Committee agreed though there was little enthusiasm from members to attend	<b>John Rasell</b>

afternoon/evening sessions that would attract CPD they would trial this change from all day training in 2011. As yet there was no specific subject allotted for this training but the Branch would advertise some events in 2011 to review uptake.

#### 4. PROPOSED TRAINING REQUIREMENTS 2011

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| <p>(a) <b>Gas Safety/LPG and underground pipe work</b> - The Committee discussed this and agreed that utilising the HSE speaker who had given presentations on Gas in Catering Premises, Mobile Units, etc would be ideal with the venue probably at The Grange School; Aylesbury if this could be arranged. Training was expected to take all day and would involve practical and theoretical training. Andrew confirmed that he would find out the speakers name with Jackie Bromilow being the contact at AVDC. (Sean/Neil to liase with Jacqui). The ideal date for the venue would be the Easter holidays when the school is closed.</p> | <p><b>John Rasell<br/>Andrew Collinson<br/>Sean Dunne<br/>for Jackie Bromilow</b></p> |
| <p>(b) <b>Laser Safety in the Beauty Sector</b> - It was confirmed that the Care Quality Commission (CQC) had in other areas provided training on this subject. Neil agreed to review with CQC the possibilities of training for Buckinghamshire members with a view to put on a large event in 2011.</p>   | <p><b>Neil Green</b></p>  |
| <p>(c) <b>Licensing in respect of gambling, pubs and clubs/noise at work directly related to pubs and clubs</b> - Andrew confirmed that he would check if his noise team had covered this area and John agreed to check with Milton Keynes staff to verify between the two authorities the suitable training would be provided. (NB. It was thought that this might be ideal for an afternoon/evening training session). (Email sent to MKC Licensing)</p>  | <p><b>Andrew Collinson<br/>John Rasell<br/>Ed Fisher</b></p>                          |
| <p>(d) <b>Food Group Training Day</b> – Andrew confirmed that on 10 February 2011 he would have confirmation from ABC training in respect of providing the consistency exercises which would form a half day's training with the other half of the day being directed to sampling techniques. The proposed venue for this training would be Wycombe.</p>  | <p><b>Andrew Collinson</b></p>  |
| <p>(e) <b>Evening training Session and possible Meal</b> – It was agreed that Glen Taylor of Hampshire Scientific Services would be an excellent after dinner speaker with possible venues being in Aylesbury or Milton Keynes. John was tasked with reviewing possible venues and dates and the cost implications. This event as it would be formalised training with one or two speakers might be carried out in collection with an afternoon training session and would attract CPD.</p>   | <p><b>John Rasell</b></p>   |

## 6. Legal Courses

John outlined that he had received various responses to the Julie Barrett training course with a wide remit of suggested topics for her to cover. Prior to booking this event it was agreed that the branch executive committee should review the possibility of legal training via another barrister who has carried out work for Aylesbury and Milton Keynes Councils. John was also tasked with reviewing the possible training that can be laid on by Milton Keynes Council Legal department.

**John Rasell  
Terry Jenkins**

## 7. Future Branch Events

John confirmed the need for branch events to be targeted to the needs of local authorities as otherwise it was possible that numbers attending from Buckinghamshire authorities would be limited. The publication of our proposed program with a request for feedback from management on the provisional programme and that Branch training was linked to both the Bucks Food and Health and Safety courses and should lead to proposed training being targeted and useful to members.

## 8. Branch funding to ELP student: Megan Londy

It was agreed that the branch needed to review by April, Megan Londy's progress in completing her written ELP dossier and also to confirm future payments directly to her and also the payment of her ELP costs. John agreed to carry this out and then update the committee members. (See 2(a) above)

**John Rasell  
Megan Londy**

## 9. Best of the Best 2011

It was agreed that Andrew would book a branch place for 2011 for any deserving Buckinghamshire member.

**Andrew  
Collinson**

## 10. Secretary's Report

(a) **Portable screen** – It was agreed that the branch needed to purchase a portable screen for use at training events. Sean volunteered to review costs and update the committee.

**Sean Dunne**

(b) **South East Regional Meeting Members Board** – John raised that SERMB had provided him with dates for the first week of April and end of July for their approximately quarterly meetings. As Milton Keynes council had indicated that attendance at such courses would require leave to be taken it was proposed that John ask Helen Esom whether she would be willing to represent Buckinghamshire branch at these meetings at CIEH (done).

**John Rasell  
Helen Esom**

## 11. Future Training Venues

It was agreed that where ever possible, the venues for training in 2011 would be split fairly across the county with Wycombe, South

Buckinghamshire and Aylesbury already earmarked as possible training venues.

## 12. Disabilities Trust 2010 Charity

Andrew handed over a cheque for £250 in respect of money collected during 2010 events with John agreeing to forward the cheque to the Disabilities Trust.

**John Rasell**

## 13. FSA Consultation Document And Food Inspections

John raised the FSA document on the FSA views on the way forward to providing a food co-ordinated and centralised inspectorate for food inspections. It was agreed that the branch would write directly to the FSA expressing their disquiet on this possible move and committee members should encourage local authority management to consider each local authorities option and respond accordingly. Committee members who wished to include individual reports needed to forward their responses directly to Neil by the end of February 2011.

**Neil Green  
John Rasell**

## 14. Treasurers Update

Andrew gave an update of the branch finances since he took over as Treasurer and with Gill Clarke's assistance produced an income and expenditure account as of 31 December 2010 which showed a reduced balance from 2009 with still some significant bills for the AGM, Megan Londy's training and Best of the Best to come out the account. This would probably reduce the balance to closer to £6000. Andrew was thanked for his hard work in producing an updated the branch account and also forwarding the account to CIEH with Simon Teesdale in his absence thanked for his years of service and work as Treasurer.

## 15. Branch Reps Report

David confirmed that probably in the Summer or Autumn SBDC would be holding an Event monitoring course for the Olympics with probably 20 places available for Buckinghamshire members.

**David Gilmour**

(a) **Wycombe** - New structure in place post 1 April 2011 with 4 specialist teams

**Milton Keynes** - Council still awaiting the outcome of the budget cuts on the new structure which will show lesser posts. Two successful court cases, 1 involving a food kebab shop who pleaded not guilty to food offences and after a 5 day trial was found guilty on all offences with full costs awarded. A noise case was taken in the absence of the offender who claimed that he was possessed by demons and needed to play his music loudly. He was fined in his absence and has now left Milton Keynes district.

**Aylesbury** - New centralised civic offices scheduled to be

completed in early 2012 to house all Council workers.

**16. Date and Time of Next Meeting**

Provisional 5<sup>th</sup> April 2011 at the Bricklayers Arms, Aylesbury commencing 12:30 hours.

**17.** There being no more business the meeting closed at 2:30pm

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**John Rasell**  
**Secretary - CIEH Buckinghamshire Branch**

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

**Distribution**  
**External Action:**

- 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
- David Gilmour – South Buckinghamshire District Council
- Helen Esom – C and I Member
- Richard Swan – Aylesbury Val District Council
- Megan Londy – Student
- Gary Gould – RAF Member

**Internal:**

Natasha Bentley – Milton Keynes Council

**External Information:**

- Tony Lewis – CIEH Chadwick Court
- Vicki Grace-Langrick – South East Region Executive Officer for South East Regional Website