

**MINUTES OF CIEH BUCKINGHAMSHIRE BRANCH EXECUTIVE COMMITTEE
MEETING HELD AT THE BRICKLAYERS ARMS, AYLESBURY
ON 11 FEBRUARY 2010**

Present:

Gillian Clarke	Chairman
Neil Green	Senior Vice Chairman
Des Hillier	C&I Rep
John Rasell	Secretary
Puran Sanichara	Branch Rep – South Bucks District Council
Isobel Feber	Branch Rep - Chiltern District Council
Sean Dunne	Branch Rep – Aylesbury Vale District Council

Apologies:

Natasha Bentley	Branch Rep - Milton Keynes Council
Stacie Hollingsworth	Branch Rep - Wycombe District Council
Andrew Collinson	PRO
Simon Teesdale	Treasurer

1. Chairman's Welcome

The meeting opened at 12.15 hours with Gillian Clarke welcoming all to her first meeting as Chairman.

2. Confirmation of Minutes from 22 January 2010

The minutes were accepted as a true copy with only two minor amendments in the change of designation of Neil Green and the subsidy for the legal training course. (Addendum: Amendments made before being sent out on 15 February 2010.)

3. Matters Arising from the AGM and 12th November 2009 Branch Meeting

(a) **Buckinghamshire Branch Food Group Training Day** – it was agreed that the Branch would wait to hear from the Food Group in respect of possible training but the outline date of March 2010 was likely to slip due to a variety of reasons. Isobel confirmed that she would update the Committee once she had received further information from Ann-Marie Staunton.

Action

Isobel Feber

(b) **Branch Quiz** – In the absence of Stacie, the Secretary confirmed that the event was still in the calendar but that he had no specific date for the event. It was agreed after discussion that rather than bought in fish & chips that the caterer for day time training courses be contacted to verify if he could deliver hot food for the quiz. The Committee then agreed that a potential date should be passed to the Secretary for verification if either the Town Hall or the Park Room was available with possible evenings being Monday to Wednesday. (Addendum confirmed as 8 April with fish and chips as meal, further details already sent out by Stacie).

John Rasell

**Stacie
Hollingsworth**

(c) **Student Training Progression** – A general discussion took place as to how the Branch could assist students throughout Buckinghamshire. It was agreed that Isobel should verify branch students in Buckinghamshire including those that may not work in local authorities. The requirement in 2010 onwards appears to be:

- ELP training session;
- Professional Exam Training Session;

Isobel agreed that she would e-mail authorities for details in respect of students and their level of training or/and requirements with Des agreeing to verify the names and contacts of students working outside local authorities in Buckinghamshire and pass details to Isobel.

**Isobel Feber
Des Hillier**

Isobel confirmed that to date, she had received no feedback from students in respect of training that they may wish or in respect of funding from the £500 made available at Branch. John confirmed that a student was eligible to attend Best of the Best from the booked place made available by the Branch.

There then followed a general discussion on the merits of possibly sponsoring a student within Buckinghamshire by the Branch. Whilst it was thought that this was an excellent idea, many issues in respect of location, insurance, accommodation, time spent at each authority and agreement from local authorities were raised. It was agreed that Gill/Isobel should contact directly South Eastern Region to verify what support in events or trainers and the dates would be available for Buckinghamshire students in 2010. It was agreed that the Secretary should do some further investigatory work in respect of this possibility and brief the Branch Executive at a later meeting. (Addendum no S E Regional student training sessions likely before Autumn 2010).

**Gill Clarke/Isobel
Feber**

John Rasell

(d) **Portable Screen Update** – In the absence of Simon, John explained that Simon may have found a suitable larger screen that was still portable enough to be transported in cars. This would be discussed at a later branch meeting when Simon was available.

Simon Teesdale

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| <p>(e) Legal Course by Barrister – John confirmed that he had sent out joining instructions only within Buckinghamshire for the course which would be substantially supported by Branch funds as the cost of the course to Buckinghamshire Branch Members would be £25.00 with a more true cost per member being approximately £75.00. Early confirmation of interest for this course which would have to have a ceiling on numbers of possibly 50 was required so that the speaker could provide a suitable number of training pamphlets.</p> | <p>All Branch Reps</p> |
| <p>(f) AGM 2011 – John requested that the Committee consider appointing one of the Branch Exec Committee to organise from scratch the event and find speakers and a theme the event. Neil Green provisionally agreed that he would organise the event and that this was to be confirmed at the next meeting he attended.</p> | <p>Neil Green</p> |
| <p>4. <u>Branch Training Provision 2010</u></p> | |
| <p>(a) 23rd February 2010 - Fork Lift Training Course – John confirmed that this course was full. (Addendum: The course has had to be postponed until April due to the unavailability of the Group Health & Safety Officer from Jungheinrich who runs this valuable training event. Alternative dates of 7th and 8th April will be offered to those booked on the course and to Herts. and Beds. Branch members.)</p> | <p>John Rasell</p> |
| <p>(b) 2nd March 2010 - Vacuum Packing Course, Wycombe – John confirmed that the course was approximately two thirds full and that he had now sent out details to Buckinghamshire Branch members who have formally attended branch events and requested details on future events. John and Isobel confirmed that should Andrew require assistance in setting up at the event they could arrive early and assist him (e-mail sent to Andrew in respect of offered assistance). (Course now full).</p> | <p>Andrew Collinson</p> |
| <p>(c) April/May 2010 - Legal Training Mock Trial – In the absence of Simon who is organising this training this event was not discussed with John confirming that he would send out information once received from Simon.</p> | <p>Simon Teesdale</p> |
| <p>(e) July 2010 Health & Safety in the Beauty Sector – John confirmed that Stacie had indicated that it was likely that this event would be confirmed soon as one or two speakers had yet to confirm their availability to complete the speaker line up. It was agreed that John should contact Stacie for an update and confirmation of possible venue.</p> | <p>John Rasell</p> |
| <p>(f) Health & Safety Themed Training Funeral Services/Bailers and Compactors – John confirmed that he would in the absence of Andrew find out some more information on these events which would be probably run in conjunction with HSE and feedback to the Committee.</p> | <p>John Rasell</p> |

Post meeting it was confirmed that the funeral directors project would be in July 2010 with an e-mail sent to all executive committee members requesting details of speakers and the bailer and compactor project in October. No details as yet on pre-training for this project were known.

**Andrew Collinson
All Branch
Members**

Provisional Millbrook Training Day Visit – Gill confirmed that this was likely to take on 20th April 2010 with provisionally the event lasting approximately 4-5 hours and based around noise issues. More information will be disseminated as soon as possible but members should note the date of 20th April 2010.

**All Branch
Members for
dissemination**

- (g) **Buckinghamshire Symposium** – In the absence of Andrew this event was deferred to the next meeting. Isobel confirmed that she had a contractor who was willing to speak on various aspects of dampness and provide lunch for members with John confirming that provisionally he had also someone who was willing to speak on housing matters. It was agreed that more information needed to be found in respect of the duration of training on dampness and that Andrew should be kept informed. Isobel also raised that she had found a asbestos removal contractor who was also willing to talk which could be considered for the Buckinghamshire Symposium or for 2011. (Addendum: A project at the end of 2010 is to revisit asbestos under LACE and there may be a need for some refresher training on asbestos due to new EHP's being joint warranted.

**Andrew Collinson
Isobel Feber
John Rasell**

John then confirmed that he had e-mailed all executive committee members to verify if they were able to do some investigation work on possible speakers on funeral directors and Masons in respect of manual handling operations.

- (h) **Noise Training Seminar - 1st December 2010** – Gill confirmed that this event would take place at Milton Keynes on 1st December 2010.
- (i) **Practical Gas Safety Training Course** – John confirmed that this course was still in the process of being put together by Terry Jenkins and that he had been requested to include LPG pipes as raised at the AGM but no specific date has yet been set with the likely date remaining Autumn 2010

Gillian Clarke

**John Rasell/
Terry Jenkins**

5. South East Region Attendance

After discussion Gill agreed that she would attend the first meeting of 2010 by South East Region and then report back to the committee.

Gillian Clarke

6. Secretary's Report

- (a) **CIEH Response on Function/Objectives Regions – SIGS and Branches** – There followed a general discussion in respect of

what was perceived as Branch functions/objectives for a response to CIEH with the consensus of opinion directed to the Branch providing:

1. Low cost targeted training
2. Support to students
3. Social point for members as well as providing a link to CIEH. Des confirmed that it was important for the Branch to be a sounding point for raising issues with CIEH. John confirmed that he would collate these discussions and disseminate to the Committee prior to being sent to CIEH and South East Region.

John Rasell

(b) **Food Course** – John confirmed that he would work to possibly produce a food training day for branch members for September onwards which might involve food fraud, food enforcement, Chinese food projects and microbiological standards. Further information would be passed on if the course proves viable.

John Rasell

(c) **Deputy Vice Chair** – It was agreed that in the absence of any member at the AGM volunteering for this post that it would be gapped but it was essential at the 2011 AGM that volunteers for the Senior Vice Chair and ideally Junior Vice Chair come forward.

(d) **South East Region/London Volunteer** – John confirmed that he had sent out the request from the South East Region Executive Officer for a volunteer for this event and had had no feedback. Committee members confirmed that they felt that they could not assist in this event and the Secretary should inform the Regional Executive Officer as sadly no one was available from Buckinghamshire. (Addendum: E-mail sent 15th February 2010.)

(e) **Article for South East Region in April EHM** – John confirmed that he had a request to produce some information on interesting/ innovative/different work being carried out by Branches for a regional submission to EHM for April 2010. The Regional Executive Officer had suggested as a starter the student placement directory for Buckinghamshire. After a short discussion it was agreed that the Secretary in conjunction with the Chairman would produce an outline response and forward it to the Executive Officer. (Outline sent 23 Feb 2010).

John Rasell

7. Treasurer's Report

In the absence of Simon and because an update had been given at the recent AGM this item was deferred.

8. Branch Reps. Report

(a) Milton Keynes

Job descriptions had been rewritten and there was likely to be a reorganisation of Environmental Health teams with in particular

the Food & Safety team divided into separate teams as well as a re-organisation of the Community Team with a new public health and Public Safety Team incorporating Licensing. Thus the reorganisation would be:

- Food team
- Health & Safety incorporating Corporate Health & Safety
- Public Health and Public Safety incorporating Licensing
- Environmental Protection

(b) **AVDC**

The development of a one stop drop in centre was being further developed with the ultimate aim of having all Council Services in one building. As part of this plan this year staff from one of the council's buildings in the town will be joining staff in the High Street offices. Following the loss of David Bloomfield it is likely we will be recruiting a technical officer to assist with health and safety and other matters. We currently have a contractor assisting with health and safety inspections.

District Environmental Health Officer Pauline Leacock has resigned and will be taking a career break. The standby service for Aylesbury Vale is scheduled to stop at the end of March 2010.

(c) **South Buckinghamshire District Council**

Puran raised the possibility of a visit to the largest composting facility in west London at Harefield where information on odours and fly problems could be disseminated to members. More information would be given to the Secretary once he knew it.

Puran Sanichara

(d) **Chiltern**

Ann-Marie Staunton will soon be going on maternity leave.

9. **Any Other Business**

(a) John confirmed that he had received information from International Safe Solutions on building an ethical framework which was a recommended food course via Tony Lewis. It was agreed that as a similar course had been run in 2009 this should be held over until 2011.

(b) Members were advised that this year's free place at Best of the Best Conference had relocated to Telford.

(c) Combined Training and Social Events were then discussed and it was agreed that the Branch should look at the viability of organising Clay pigeon shoot and noise and white water rafting. Des agreed to find out details and costs for clay pigeon shooting and John for white water rafting followed buy a meal

**Des Hillier
John Rasell**

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

It was agreed that the next meeting would be held Thursday 15
April 2010 at the Bricklayers Arms, Aylesbury

There being no further business the meeting closed at 14.00 hrs.

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John Rasell
Secretary - CIEH Buckinghamshire Branch

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Gillian 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
Isobel Feber – Chiltern District Council
Puran Sanichara – South Buckinghamshire District Council

Internal:

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

External Information:

Brian Goulding – brian.goulding@gogglemail.com
Tony Lewis – CIEH, Chadwick Court
Vicki Grace-Langrick – South East Region Executive Officer for South East Regional Website