

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

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| <u>Present:</u> | Gillian Clarke | Chairman |
| | Neil Green | Senior Vice Chairman |
| | Sean Dunne | Branch Rep – Aylesbury Vale District Council |
| | John Rasell | Secretary |
| | Isobel Feber | Branch Rep – Chiltern District Council |
| | Vicky Elliott | Replacement Branch Rep – Chiltern District Council |
| | Stacie Hollingsworth | Branch Rep – Wycombe District Council |
| | David Gilmour | Branch Rep – South Bucks District Council |
| | Megan Lundy | Sponsored Student Buckinghamshire Branch |

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|--------------------------|------------------|------------------------------------|
| <u>Apologies:</u> | Natasha Bentley | Branch Rep – Milton Keynes Council |
| | Andrew Collinson | PRO |
| | Simon Teesdale | Treasurer |
| | Des Hillier | C&I Rep |

1. Chairman's Welcome

The meeting opened at 12.35, with Gillian Clarke welcoming all the Committee members and introducing Megan Lundy and Vicky Elliott to all Executive Committee members.

2. Confirmation of Minutes from 16 September 2010

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

3. Matters Arising from the Minutes of the Meeting 16 September 2010

(a) Student Training/Professional Exams Update and Programme for 2011

After a short discussion particular as Des was unable to attend the meeting and following emails sent out by Isobel to students, it was agreed that no training for students would take place in December and that a review of potential student training for 2011 would be reconsidered after the AGM with Isobel supplying the list of student contacts to Des and John.

Action

**Isobel Feber
Des Hillier**

agreed that this item should be raised to the membership at the AGM.

(h) **2011 AGM**

Neil confirmed that the venue was Stoke Mandeville Community Hall and that Graham Jukes and Peter Hill, who would cover climate change for EHP's had been booked with the possibility of a third speaker. David Gilmour agreed to provide Neil with details of an excellent speaker on the Olympics bid and EHP involvement. John requested timings for the event as soon as possible so that all members could be informed.

**Neil Green
David Gilmour
John Rasell**

(i) **Student Symposium 2011**

In the absence of Des, who was unfortunately not well, and due to the limited information that Megan had on this event, it was agreed that the Secretary would ask Des to provide a clear remit that can be passed out and considered by the Incoming Chairman.

Des Hillier

(j) **Future funding Implications for Branch events**

Gill and John informed the Committee that they had been verbally informed that from January 2011, there would be a change in Milton Keynes Council policy concerning training events held at Milton Keynes Council. The implications of these changes are as yet not fully known, but they could have a significant impact in respect of Branch activities. It was agreed that Gill and John should seek formal written guidance from Chris Lundy and then disseminate it to each local authority for discussion. One possibility that was discussed was the possibility of making payments to local authorities for the use of their facilities from the profit from individual events. Another possible suggestion was to make all Buckinghamshire events wherever possible free and run down the accounts of the Branch. Various suggestions were made, including re-imbursing Councils for use of in-house venues, or ways of further subsidy.

**Gillian Clarke
John Rasell
All Executive
Committee
Members.**

(k) **Branch Christmas Lunch**

Because of the difficulties currently experienced by local authorities and workloads it was agreed that this event would be cancelled.

(l) **Food Fraud Seminar**

John confirmed that bookings for this event had exceeded 110 with only 1 advert placed and that it was to be a full day's training with Committee members requested to ensure that wherever possible Buckinghamshire members stay to the end of the training day and do not leave early especially as the last speaker was Julie Barratt who was always worth listening to..

**All Executive
Committee and
Branch members.**

(m) **Branch Training Provision 2011**

Because of uncertainties over training very few training

opportunities have been organised for 2011. The only confirmed event is the AGM on 17 January and a re-arranged Fork Lift Truck course provisionally scheduled for January 2011.

Buckinghamshire Food Group had provisionally indicated that they may be able to put a training day on in the summer of 2011.

Other possible topics for 2011 include:

- Laser safety training – incorporated with Buckinghamshire health and safety projects.
- Possible Julie Barrett course on stat nuisance and any other topic.
- Gas safety course.
- Possible specific food course topic.
- FSA courses as they become available.
- Legal mock trial training.
- Possible visits Millbrook (noise).
- Possible noise seminars.
- Chinese or Indian/Tamil training day.
- Housing.
- HPA infectious diseases.

In view of increasing pressure from employers concerning officer time, the Branch may have to consider holding training events outside normal working hours.

4. Secretary's Report

John confirmed that attendance at future CIEH meetings in London in respect of Milton Keynes staff may have to be undertaken in their own time or utilising flexi or toil. An article had been submitted to EHN on Megan Londy and published.

5. Treasurer's Report

In the absence of Simon, John circulated the accounts as at November 2010 but indicated that the credit balance at present did not include payments to be made to Megan Londy or the refreshment bill for the Food Fraud training day which would be approximately £1,300. It was agreed that the balance had gone down from 2009/2010 in line with agreed spending protocols and that there was sufficient funds available for any course planning of events in 2011.

6. Branch Reps Reports

Aylesbury – The intra-management structure may still be modified further. Currently Megan Londy is attached to Aylesbury Vale District Council and enjoying her stay. Jacqui Bromilow is expected back to work in late in December or early January following maternity leave.

Chiltern – Isobel expects to go on maternity leave in late December 2010 with 2 contractor's currently assisting, one for

public health work and one for food safety and health and safety work.

Wycombe – The service transformation programme is still being reviewed in respect of individual jobs with a degree of uncertainty like many other local authorities. Officers were investigating an outbreak of food poisoning that might involve 2 restaurants, one of which is in Wycombe where 8 out of a party of 14 were ill.

SBDC – Very similar to other local authorities with belt tightening and reviews on the best way to use working time and fulfil commitments. Currently 2 officers are off sick which impinges on the work load of other officers.

MKC – Four vacant posts will remain vacant, standby currently under review as a possible cost saving to the division. The courts upheld the abatement notice served on a farm for odours with only slight amendment.

7. Any Other Business

Gill introduced that she attended a meeting the Noise and Nuisance Group which would be loosely in future called the 'Herts, Beds and Buckinghamshire Group'. She was hoping that this Group would be able to become an SIG with funding through both Eastern Region and South East Region. A response had been received from Eastern Region but as yet she was awaiting a response from South East Region following their next meeting. Other officers interested in noise and nuisance which included all Bucks Authorities were welcome to contact her in respect of the next meeting which is scheduled for January 2011.

Gill then updated the Committee on the Chairman's and Secretary's meeting that she attended in November 2010. She explained the outline of CIEH governance and the need for more support for students with Buckinghamshire highlighted as a Branch that was setting initiatives to assist and help students. It was her impression that CIEH were intending to involve regional level more in helping students through their ELP and that there was a possibility that students may be able to be partially funded through CIEH and that she would now take this up retrospectively with CIEH in respect of our 2010 initiative to provide a Branch student place with IHG.

It was noted that HSE Luton were leaving for offices in Bedford.

It was agreed by the Committee that a stock of presentational gifts for speakers who give their time free should be ordered as such gifts are normally only available around Christmas with an initial spend of £200 to £300.

8. Date and Time of Next Meeting

AGM at Stoke Mandeville Community Hall, 17 January 2011. There being no other business, the meeting closed at 2.45 pm.

All Branch Reps

Gillian Clarke

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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
David Gilmour – South Buckinghamshire District Council
Vicky Elliott – South Buckinghamshire District Council – new Branch Rep
Megan Londy – 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:

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