

South East Region



Minutes and action points

Meeting of Management Board South East Region

21st January 2010
Chadwick Court

Present

Jennifer Folliard (Bucks) (Chair)	(JF)
Patricia Jefford (Trustee),	(PJ)
Nigel Haverson (Treasurer & Secretary)	(NH)
Peter Baverstock (co-optee),	(PB)
Andrew Colthurst (C&I Sig)	(AC)
Sandra Jones (Kent),	(SJ)
Vicki Gracie-Langrick (Exec Officer)	(VGL)
Stuart Taylor (Trustee & Vice Chair),	(ST)
Alan Higgins (Trustee)	(SJ)
Alan Martin (co-optee)	(AM)
Bruce Reynolds (Sussex),	(BR)

Meeting commenced 1 pm Meeting finished 4pm

1.	Apologies	Action
	Oliver Nelson (Surrey) Justine Fuller (Surrey), Jane Hancock (Berks),	
2.	Election of Chair, Vice chair & Treasurer/Secretary	
	Chair: Jennifer Folliard. Nominated by PJ & NH	
	Vice Chair: Stuart Taylor. Nominated by NH & PB	
	Treasurer/Secretary: Nigel Haverson. Nominated by PB & PJ	
3.	Treasurers Report	
	Position as expected. (Electronic copies of account summary available on request from southeast@cieh.org) It is expected SE region will get the money it set out in its businesses plan.	NH
	There has been no interest on the account. NH to speak to HQ re what can be done about this.	
	AH to speak to HQ about the additional 'pot' of money which we were told would pay for regional projects. This was planned to be used to pay for the student seminar last year.	AH
	Given large amounts of CPD in the regional return last year SE has done well in funding formula. Discussed ensuring branches are aware that they can ask to draw down funds from the region. Procedure on this to be drafted by VGL, agreed by JF, and circulated to all branches within the region..	VGL/JF

4. Update on business plan.

On the three key projects.

1. Student placements project – NH & VGL have started on a number of the actions from the student seminar report.

- VGL has spoken to the website manager at HQ to work out how the placement directory can be added to the site and drafted correspondence to heads of service and branch secs. to communicate the plan. VGL to continue to work on this.
- NH met with Tay Potier, London policy officer and they have agreed to offer membership of the London student collaboration to SE authorities. Paper work selling the scheme to SE heads of service to be drafted and circulated.
- A launch event is planned for the directory and the collaboration with heads of service and branches.
- C&I sig are having a committee meeting on the 4th February and it will discuss student placements. AC to take the idea of the placement directory to meeting and ask C&I to get involved.

VGL

NH/VGL

AC

2. Regional bodies collaboration – PJ & NH met Graham Bickler and Kathryn Rowles on 18 January. Very useful meeting and the following joint working projects were identified.

- HPA to have a student placement
- To jointly arrange a number of county events to promote joint working and networking
- Organise a brainstorming event to agree topics where joint research would be helpful
- Facilitate HPA trainees attending local councils to understand air polln better and to gain understanding of the political environment.

Graham Bickler has agreed to facilitate a meeting for us with GOSE. PJ to approve notes of the meeting and then discuss next steps with VGL.

PJ/ VGL

3. Rejuvenating the Branches –

Hants – New chair and permanent secretary now in place. Chair to be included in mailings for SERMB members.

Contacts list for Oxon now acquired and first steps to be taken soon. 5 now interested in taking part.

AH

5. Branch & SIG Reports

Buckinghamshire.

None this time, Bucks AGM on the 22 January, AH attending

Sussex

The branch held a very successful food seminar and has given its annual student award. AGM in May.

Surrey

Surrey AGM was taking place on the 21st January.

Oxfordshire

None

Berkshire

None

Hampshire

See above

Kent

The One day conference was a success with 50 delegates attending. The AGM is on the 27th January with a H&S theme.

C&I SIG

Nothing to report

6. Trustee Reports

Patricia Jefford Council was held on the 10th December.

- Alan Higgins was elected Chairman of Council for 2010 and so will be ex-officio on all Boards & Committees
- PJ re-elected to the Policy Development Board
- Bob Foster (Eastern Region) was elected Vice Chairman
- A motion in respect of Scores on the doors was presented to Council from a Member & it was referred to the PD Board for discussion.
- There has been great disquiet from REHIS following the establishment of a Scottish CIEH Region after the decision at Sept Council. Council discussed, and supported the recommendations in the report appended.

1. Organisational Review and Review of Governance

- September Council had agreed to a fundamental organisational review and a progress report was given. Staff are being kept fully informed.
- The president and previous Chairman have been undertaking a review of Governance & an interim report was presented recommending further reduction in elected Councillors. No absolute decisions were taken as to the way forward, but Council were unanimous that any election to Council should only be on a Regional basis.

2. Budget

- It was agreed that an interim budget be accepted and a final budget be presented to April Council following completion of the organisational review.

It is PJ's intention not to stand for re-election to Council at the end of my current Term.

Stuart Taylor also updated the MB on his view of the council meeting and added that the membership changes may have implications for Regional priorities in the future. He also

JF

mentioned that Wales had published a student training manual aimed at students and training officers which set out the roles and expectations of each.
 See http://www.cieh-cymruwales.org/uploadedFiles/core/Professional_development/student_resource_directory/PracticalEnvironmentalHealthTrainingManual.pdf

7. Correspondence

- 1. President awards – Discussed these and Alan Martin agreed to forward two possible nominations. VGL
- 2. EHN have asked us to contact them about a new set of articles on the regions, VGL to lead on setting up. VGL
- 3. Agreed VGL to ask for volunteers for the joint regions conference again, but if none forthcoming to tell London that it will have to fold. VGL

8. Minutes and matters arising from meeting held 8th September 2009

No comments

9. AOB

Region & Branches chairs and secretaries meeting. SJ introduced a draft Business planning framework and an outline for roles of the EO/secretary etc, from HQ which is out for comments. Agreed that VGL to circulate to all and then collate comments for a regional response. VGL

10 Next meeting –22nd April – Guildford Council Offices

Signed

Dated

Ongoing Actions

27 th November 07	Awaiting policy on response times for communications to be published. Await info	HQ
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