

South East Region



Minutes and action points

Meeting of Management Board South East Region

22nd April 2010

Guildford Council, Millmead, Guildford.

Present

Jennifer Folliard (Bucks) (Chair)	(JF)
Patricia Jefford (Trustee),	(PJ)
Sandra Jones (Kent),	(SJ)
Peter Baverstock	(PB)
Vicki Gracie-Langrick (Exec Officer)	(VGL)
Stuart Taylor (Trustee & Vice Chair),	(ST)
Justine Fuller (Surrey),	(JF)
Hannah Turner (Oxon)	(HT)

Meeting commenced 1 pm

Meeting finished 4pm

1.	Apologies	Action
	Oliver Nelson (Surrey) Jane Hancock (Berks), Bruce Reynolds (Sussex), Alan Martin (co-optee) Alan Higgins (Trustee), Andrew Colthurst (C&I Sig), Nigel Haverson (Treasurer & Secretary), John Priest (Hants), Dan Fone (Oxon), Gillian Clarke (Bucks)	
	2. Budget See Annex 1	
	3. Business plan template New business plan template was discussed and we noted that VGLs correspondence with HQ had agreed we could continue with 3 year planning process. But we will need an annual report to go to HQ (in October). Need however to include resource information for each key objective, need to discuss how to get that information with Nigel.	VGL/NH
	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. <ul style="list-style-type: none"> • All documents ready to go on website and will now action uploading • Paper work selling the scheme to SE heads of service to be drafted and circulated. 	VGL NH

	<ul style="list-style-type: none"> • A launch event is planned for the directory and the collaboration with heads of service and branches. NH & VGL to meet to action this. 	NH/VGL
	<p>2. Regional bodies collaboration –</p> <p>Notes of meeting approved. No further actions since last meeting. PJ to speak to NH to agree how to take the project forward.</p> <p>Idea for future joint event, 'Godstone Farm lessons learnt'.</p>	PJ
	<p>3. Rejuvenating the Branches –</p> <p>Oxon first meeting held, with 8/10 members with a mix of private and LG EHPs. Branch to be developed from key main group.</p>	
5.	<p>Climate Change</p> <p>Unfortunately region policy on climate change was not available for discussion. Will be discussed at the next meeting when available. VGL to get paper from HQ.</p>	VGL
6.	<p>Role of members of the board</p> <p>Brief discussion as no. of trustees will potentially reduce after national review. JF will put together, for next meeting, a discussion brief on; roles and input of those attending the board; to discuss using others to do specific projects e.g. Dave Bowen going to Middlesex; and discuss the role of specialism's. VGL to find job descriptions of key members.</p>	JF VGL
7.	<p>Free place for Best of the best 2010</p> <p>Free place to be offered for best of the best. VGL to advertise.</p>	VGL
8.	<p>ELP training workshop</p> <p>Agreed JF to organise the workshop for end of this year, also to include a Student forum to talk about the student placement directory. VGL to send JF Peter Wright contact details. Once date agreed VGL to contact NH re student forum. [Note: now arranged for 12th November]</p>	JF/VGL
9.	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Email from HQ re public health register and how the region can promote membership. Agreed to have two speakers at next forum to talk about why and how they joined. 2. Climate change examples of good practice request. Gary McFarlane has asked for examples of good practice from members re climate change to populate an new CIEH website to highlight good works. JF suggested work at Reading university, VGL to reply to Gary. VGL to send out request to branch secs. 3. LBRO have asked for a list of delegates and their authorities following the Runnymede forum. Agreed that VGL to clarify with HQ what our response should be. 4. Have had a request for assistance with course fees from a student. What should approach be on these requests? Agreed that VGL should draft a general response for agreement by board. To include the basis that payment of fees will only be considered where the attendee will be able to cascade information to others. 	VGL VGL VGL VGL

10. Upcoming Events**17th June, Reading SER Full Day Forum.**

- To have a noise/pollution/community safety focus with a speaker on the public health register.
- VGL & JEF to organise speakers.

16th July – SERMB, HQ – David Newsum will attend to discuss HQ regional project.

29th September – SERMB & ½ day forum, Gravesham, Kent

1st December – SERMB & ½ day forum - Oxfordshire

VGL/JEF

11. Branch & SIG Reports**Buckinghamshire, Sussex, Hants**

None this time,

Surrey

AGM was on the 21st January was successful.

Oxfordshire

See previous

JF

Kent

Held a successful event on H&S at music festivals on 14th April. This years one day conference date has been agreed as 18th November. The county has been taking part in the HSE's estates excellence project.

C&I SIG

Not present

12. Trustee Reports**Alan Higgins- Trustee Report to SERMB 22/4/10****Meeting Attendance**

Since our last meeting in January I have attended 10 meetings on behalf of CIEH as Chair of Council including the CHGL Board, Resources Committee, Membership Committee, Risk and Audit Committee and Qualifications Committee. I also attended the Year Ahead Conference, the Health and Well Being Conference and will be chairing the Standing Conference on Land Contamination on the 22nd April which is why I won't be present at SERMB

The first Council of the year is next Tuesday.

Reorganisation

Tim Everett has been appointed as Director of Policy and Education, Catherine Horsfield as Director of Shared Services, and Frank Post commenced as Director of Commercial Services from the 19th April. The integration of a number of units within the charity and the company has gone ahead. The Chief Executive reported that the reorganisation has achieved just over £700k in ongoing savings although in 2009 there were one-off costs associated with the reorganisation of just over £550k.

Interviews for the new Chair of the CHGL Board will take place in the next few weeks and I will be part of the interview panel

General Election

An election manifesto for CIEH has been produced and I attach a copy for information. This is being widely publicised through the media

Governance

The discussions on proposals to restructure the Governance of the CIEH are ongoing and a report will go to next week's Council. The proposals are likely to recommend a smaller Trustee body (12-15), a regionally elected Council whose main roles will be the election of the Trustee body who will form the Executive, and setting the direction of the organisation. It is likely that there will be a consultation exercise with members early in the summer and at the Annual Meeting in July. One of the main thrusts of the draft proposals is to generate more member involvement in the decisions taken at HQ

The Business

CHGL has seen reduced business as a result of the recession although this is picking up now and work is moving ahead with business development in China and the Middle East and the establishment of CIEH Consulting. The CHGL Board will shortly be taking over responsibility for all the CIEH businesses – 15 Hatfields, CIEH Consulting, EHT Ltd – which is a logical extension of the reorganisation and will mean all CIEH businesses being dealt under the auspices of a single commercial board.

Regional Development Strategy

The Resources Committee last week considered and agreed the regional development strategy. I attach a copy for your information and comment.

Hampshire and Isle of Wight Branch

I hope that there will be a representative from the Branch present at the SERMB meeting to update you. A first Branch meeting will be held on the 27th April with a speaker from Denios on Avoiding the Dangers Associated with Handling Flammable Liquids and Hazardous Substances followed by a business meeting to formally establish a Branch Committee.

Oxfordshire Branch

Hannah Turner the Branch Secretary will be attending the SERMB meeting and will update the Board. An initial meeting of interested members nominated Dan Fone as Chair and Hannah as Secretary. The Branch Committee have circulated a questionnaire to members for return later this month and will be meeting again in June to consider how to take the process forward.

There will need to be consideration as to whether there are sufficient members in Oxfordshire to sustain a branch or whether it should amalgamate with Berkshire as was previously the case.

Buckinghamshire Branch

I attended the Branch AGM in January and was well received although there was some fairly robust questioning and, I think, some equally robust responses. As a result Buckinghamshire have indicated they will endeavour to send a representative to future Board meetings

MyCIEH

The new system which will enable members to update their details online and communicate with other members is in its test phase – I have access and it looks good – and will be rolled out early in May to members

Minutes of last meeting and matters arising		
13.	Agreed minutes and discussed the following matters arising. <ul style="list-style-type: none"> • VGL & JEF to finalise the financial assistance procedure and publish. • Following no volunteers to arrange the conference inform London that SE region will no longer be undertaking Joint regions forum. 	VGL/JEF VGL
14.	AOB VGL has confirmed that there is a need for an AGM at end of September to approve annual report and draft business plan (to be submitted to HQ by end of October with Sept to Sept CPD report). In 2010 the Kent meeting will have to be used for this. This means the July meeting must be used to refresh the business plan, as consultation with branches must take place in August/September.	VGL
15	Next meeting –16th July – Chadwick Court	
Signed	Dated	

Ongoing Actions

27 th November 07	Awaiting policy on response times for communications to be published. Await info	HQ
21 Jan 2010	C&I sig are having a committee meeting on the 4 th 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. To Report back.	AC
21 st Jan 2010	AH to report back on findings on the 'pot of money' for projects.	AH

Annex 1

SOUTH EASTERN REGION
BUDGET 2010

	<u>BUDGET</u> <u>2010</u>	<u>EXPENDITURE</u> <u>AT 31/05/10</u>
<u>INCOME</u>	<u>£</u>	<u>£</u>
Balance Carried Forward	4,384.24	4,384.24
From CIEH	20,245.47	2,000.00
From Training Events	520.00	0.00
Interest	20.00	0.00
VAT Refund	<u>35.42</u>	<u>0.00</u>
TOTAL	<u>25,205.13</u>	<u>6,384.24</u>
 <u>EXPENDITURE</u>		
RMB Expenses	2,100.00	136.54
Officer Expenses	260.00	54.90
Executive Officer	14,000.00	3,400.00
Meeting Expenses	4,000.00	727.00
Student Support	1,500.00	0.00
Training Events	520.00	0.00
Branch Funding	<u>2,000.00</u>	<u>0.00</u>
TOTAL	<u>24,380.00</u>	<u>4,318.44</u>
Balance Carried Forward	<u>825.13</u>	<u>2,065.80</u>
 <u>Funds Held in Branches</u>		
	<u>£</u>	
Berkshire	2,023.54	
Buckinghamshire	12,701.36	
Kent	3,321.60	
Surrey	591.94	
Sussex	3,046.54	
TOTAL	<u>21,684.98</u>	