

South East Region



Minutes and action points

Meeting of Management Board South East Region

16th July 2010
Chadwick Court, London

Present

| | |
|---------------------------------------|-------|
| Jennifer Folliard (Bucks) (Chair) | (JEF) |
| Patricia Jefford (Trustee), | (PJ) |
| Sandra Jones (Kent), | (SJ) |
| Peter Baverstock | (PB) |
| Vicki Gracie-Langrick (Exec Officer) | (VGL) |
| Stuart Taylor (Trustee & Vice Chair), | (ST) |
| Andrew Colthurst (C&I Sig), | (AC) |
| Alan Martin (co-optee) | (AM) |
| Alan Higgins (Trustee) | (AH) |
| David Newsum | (DN) |

Meeting commenced 10 am Meeting finished 1pm

| 1. | Apologies | Action |
|----|---|--------|
| | Oliver Nelson (Surrey) Jane Hancock (Berks), Bruce Reynolds (Sussex), Nigel Haverson (Treasurer & Secretary), John Priest (Hants), Dan Fone (Oxon), Gillian Clarke (Bucks) Justine Fuller (Surrey), Hannah Turner (Oxon) | |
| 2. | Treasurers Report See Annex 1 VGL set out changes in the BPMF to reflect resource implications of each of the key aspects of the Business plan. The BPMF is to now include an indication of the average annual hours required for each aspect of the business plan from members of the board, not just region funded hours (i.e. EO hours) but also volunteers. This approach was agreed. To complete this with all hours, RMB members were asked to examine and send VGL their hours to add to the form. | All |
| 3. | Business plan refresh Comments on the business plan were received from PB & Kent branch. No substantive comment received. These are to be incorporated into the text by VGL and agreed that it should go out to consultation to all members by end of July. (needs to be finalised and submitted to HQ by end of September) | VGL |

| | | |
|----|--|------------------------------------|
| 4. | <p>Discussion on role of members of the board</p> <p>Discussion on the role of members was shaped by the discussion document. All agreed that membership of the board should be kept the same with branch representatives, trustees and co-optees. Agreed important to try to find a student rep.</p> <p>Agreed that board is happy to have non board members take responsibility for projects, EO to make sure there is feedback from those undertaking projects to the board on a regular basis.</p> | VGL |
| 5. | <p>Update on actions for business plan.</p> <p>On the three key projects.</p> <p>1. Student placements project –</p> <ul style="list-style-type: none"> • Student directory now online and ready for submissions. • Paper work selling the scheme to SE heads of service to be drafted and circulated. • NH/VGL to arrange to meet heads of service in all counties to promote the directory and the collaboration project. <p>2. Regional bodies collaboration –</p> <ul style="list-style-type: none"> • Joint event, 'Godstone Farm lessons learnt'. To take place at Sept 29th Forum VGL to liaise with HPA on the form of the day. • DN/AH to talk to Tim Everett about Legionella project. <p>3. Rejuvenating the Branches –</p> <ul style="list-style-type: none"> • Oxfordshire have met and have a number of keen members. Focussing on the December Forum but working towards fulfilling a role on Oxfordshire. | NH/VGL NH/VGL AH |
| 6. | <p>Correspondence & meetings attended by EO</p> <p>1. CIEH Annual meeting Attended annual meeting on 8 July, two interesting speakers and a new question time panel with chief exec, president, chairman, director of policy etc taking questions from the floor. Very interesting and appreciated the new format.</p> <p>2. EHN Article on the region The SE region article was published in this week's EHN. All agreed that it was as successful intro to the region.</p> <p>3. Private water supplies low cost training course Contact from the organisers of this Low cost training course. We had a significant number of delegates at the Reading forum ask for this course. Agreed that VGL to ask Oxfordshire/berks branch to see if they can organise.</p> | VGL |
| 7. | <p>4. Notification of long term illness of John Russell, bucks branch sec. Agreed that the region should send a get well card to John.</p> | VGL VGL |
| 8. | <p>Diary of events</p> <p>17th June, Reading SER Full Day Forum.</p> <ul style="list-style-type: none"> • Feedback very positive with 63% rating it very good and the remainder good. • Speakers received their gift vouchers via the post. AH to send Ian Croudace contact details to JEF to ensure he gets his. <p>29th September – SERMB & ½ day forum, Gravesham, Kent</p> <ul style="list-style-type: none"> • PJ Agreed with HPA that this will be a joint event examining outcomes and implications of Godstone farm outbreak | VGL JEF/AH |

| | | |
|-----|--|----------------------|
| | <ul style="list-style-type: none"> • SJ Has agreement of Chief at Tandridge, Paul Barton, who will speak. • SJ to confirm the capacity of the room, and book workshop rooms (to include a separate room for SERMB in the morning • PJ agreed with HPA that they will set format for the day. VGL to work with HPA on this, to await contact. | <p>SJ</p> <p>VGL</p> |
| | <p>1st December – SERMB & ½ day forum - Oxfordshire</p> <ul style="list-style-type: none"> • Venue booked in Witney, West Oxfordshire Council • Speakers being approached • VGL to liaise with Oxon re details | <p>VGL</p> |
| | <p>Branch & trustee Reports</p> | |
| 9. | <p>Surrey Planning for ELP session is going well. 32 students and trainers are already booked on course. JF attended Secretaries and Chairs meeting.</p> <p>Kent Held a successful event in June to talk about Kent Air Quality project. A set of cross Kent student visits are starting in September. Having some difficulties getting their new treasurer as a signatory and so are amending their standing orders via an EGM. Will be running the Principles of regulatory enforcement low cost training course</p> <p>Sussex Sussex Branch had their AGM on 22 June 2010 at Adur Civic Centre. Speaker was Geoff Ward, Chair of CHGL. Branch will be running their one day food seminar on the 16th November at the Hawth.</p> <p>Hampshire AH reported some difficulties in Hants and has agreed to meet the secretary and Chair to discuss how to move things on.</p> <p>Buckinghamshire None this time</p> <p>Oxfordshire See update above.</p> <p>Trustee reports : See attached annex.</p> | |
| 11. | <p>Minutes of Last meeting – 21 April 2010</p> <p>These were accepted as accurate.</p> | |
| 12 | <p>AOB</p> <ol style="list-style-type: none"> 1. DN alerted the board to a ‘culture survey’ which would be coming from the HQ regions team to all regions board members asking how the regions network and the work undertaking had affected their views on how things are working. 2. AH said that the regions nomination for a president award Godfrey Mbuki had received a special award. 3. PB asked if branches could ask the region for advance funding for an event to be run by the branch, DN confirmed that in principle ma region could. PB to talk to NH re Sussex event. | <p>PB/NH</p> |
| 13 | <p>Next meeting – 29th September Gravesham Council 10am.</p> | |

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 |

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> | |