

4. Student communication

Discussion on the way the SE region communicates with its students. Agreed made difficult by not having a university providing the degree in the Region. Most students attend Middlesex. Noted Dave Bowen is SE region rep on the board of that course.

Need to be clear who we are communicating with Students doing course or those completing ELP. We hope to communicate with students to:

- To get input into the Board (but newly qualified may be better)
- To assist them in training
- To facilitate ELP workshops

JF will ask students at the ELP sessions in November what they would like from the region beyond the placement directory.

JF

VGL to advertise in EHN for a new professional/student member of the board.

VGL

JEF to contact NESCOL who offer HNC qualifications.

JEF

5. Update on actions for business plan.

On the three key projects.

1. Student placements project –

- One placement has now been added to the directory.
- NH to meet Oxon chiefs to sell the scheme, JF to meet Surrey chiefs, SJ to meet Kent Chiefs. Flyer/info sheet available from VGL to help sell the scheme.
- AH to arrange to meet Hants chiefs
- VGL to contact HPA about placements & pursue other avenues.
- NH to speak to Stephen Cochoran NHS Kent re: placements.
- VGL to speak to Jenna Powell re Kent placements

NH/JF/SJ

AH

VGL

NH

VGL

2. Regional bodies collaboration

- Forum taking place today.

3. Rejuvenating the Branches –

- Oxfordshire have met and have a number of keen members. Have had first branch meeting which had 30 members attending. Agreed a new Treasurer and a new secretary. Now focusing on the December Forum but working towards fulfilling a role on Oxfordshire.
- Hampshire, currently the branch is struggling to get support from members. AH met current chair and secretary recently, likely to get a new secretary as current is struggling to make time. All previously identified keen members will be reconvened in new year. Agreed that branch meeting in early 2011 will be funded by region.

| | | |
|----|---|------------------------------|
| 6. | <p>Business plan monitoring plan.</p> <p>The plan was updated, see attached document.</p> | VGL |
| | <p>Note: SE now has three willing to attend to organise, and London has two. Meeting to be arranged to get this back off the ground. VGL to pursue</p> | VGL |
| 7. | <p>Correspondence & meetings attended by EO</p> <p>1.Regional policy coordination group</p> <p>Attended by EO on 28th September. Issues included:</p> <ul style="list-style-type: none"> • New CIEH Food policy, a call for the region to submit examples of good practice to HQ for dissemination via Food Vision to show the work EHPs are doing to support the goals on the Food Policy. Agreed VGL to publicise this request through branches and newsletter. • Outline of proposed new Governance arrangements of CIEH. Agreed that SERMB would discuss this via email and submit a response to be coordinated by VGL. • Culture survey results. HQ have undertaken a survey of RMB members across UK to see their views at this point. Mostly positive. VGL to forward results to members • Discussion on climate change had lead to a recommendation that all RMB undertake the environmental impact assessment. Also a number of good practices shared at the meeting. Issue to be added to December SERMB agenda. | VGL All/VGL VGL VGL |
| 8. | <p>Diary of events</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 on a housing & public health theme • VGL to liaise with Oxon re details • AH to send VGL contact details. <p>2011</p> <ul style="list-style-type: none"> • January 21st – HQ – SERMB • March – Full day Forum, Sussex • April – SERMB • April? – Joint regions conference with London. • June – Full day forum Surrey • July – SERMB • September – Hants – SERMB & ½ day forum • December – Buckinghamshire – Full day forum. <p>Branch & trustee Reports</p> <p>Surrey</p> <p>Planning for ELP session is going well. 32 students and trainers are already booked on course. JF attended Secretaries and Chairs meeting.</p> | VGL AH |
| 9. | <p>Kent</p> <p>The one day conference will take place on the 18th November. For details see:</p> | |

www.cieh.org/members/south_east_events.html

They are also running a low cost principles of regulatory enforcement on the 26th of October.

Sussex

Annual Food seminar to take place on the 16th of November.

Hampshire

See previous report

Buckinghamshire

None this time

Oxfordshire

See update above.

Trustee report.

A meeting of Council took place on the 23rd Sept.

Main discussion was on report proposing fundamental changes to Governance of CIEH. Report agreed in principle & to be consulted with membership forthwith, responses by end Oct. Poses a problem for SE regional response as after 29th Sept no Board meeting till Dec. Final report will go to Dec Council for implementation from 2012. Main changes:

- Council of Reps from regions & sigs 30 minimum(2 max per region)
- Trustee Body (9) Decision making
- Education Forum
- Policy Forum

Decision from Resources report included agreement to freeze subs for 2011
Decisions from Ed Board included amendment to Exam Regs; the approval for formation of an academic & research SIG:

Fellowships awarded to Tony Lewis, Gary Telfer and Jayne Needham

Annual Meeting in July reported as great success and agreed to plan 2011 on similar lines.

Agreed to extend the term of office of the current President, Stephen Battersby, for a further year to assist with the transition to the new governance arrangements.

11. Minutes of Last meeting – 16th June 2010

These were accepted as accurate.

12 AOB

1. VGL reminded all that she would need a contract for next year soon. NH to pursue with HQ.
2. Board agreed to note their condolences on the death of Ken Tyler, who was a long time active member of the South East centre. AH to send a letter. VGL to add this to the newsletter. Mournes

NH
VGL/AH

13 | **Next meeting – 1st December, West Oxfordshire Council – Witney, Oxfordshire.** |

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> | |