

Minutes

Meeting of South West Regional Management Board

17th March 2009

Somerset College of Arts and Technology – Conference Centre Taunton

Present

Jenny Thomson – Wiltshire Branch
 Alan Bratt – West of England Branch
 Andrew Mathison – West of England Branch
 Andy Broomfield – Dorset Branch
 Martin Pill Gloucestershire Branch
 Clare Turbutt – Devon Branch
 John Pegg – Cornwall Branch
 Peter Archer – Trustee
 Mike Studden – Hon Sec
 Gail Bowering-Sheehan
 Executive Officer

In attendance

Nil

Apologies

Cath Humphries
 Sharon Smith
 Denise Powell
 Justine Wadge
 Graham Steady – Jenny Thomson attending

Item	Action	Action By
	<u>Appointment of Chair</u> Andrew Mathison was proposed seconded and confirmed as chair	AM
1	<u>Apologies</u> The above apologies were noted	GBS
2	<u>Minutes of the last meeting</u> – To confirm / Any matters not on the agenda MS advised the meeting of matters from the last meeting and	

	<p>updated on progress</p> <p>Minutes from the last meeting confirmed</p> <p><u>Matters arising</u> Former Western Centre Training Committee AGREED To invite a represented from the organisation to the next meeting – agenda item for next meeting</p>	<p>ALL TO NOTE</p> <p>GBS</p>
3	<p><u>Regional Budget Allocation –Regional Financial Plan/Work Plan</u></p> <p>MS explained the budget process and regional allocation received</p> <p>AGREED To note the process and allocation received</p> <p>To address questions to the CIEH CEx re the clarification and use of balances as part of the allocation process – as part of the next funding allocation process</p> <p>To formulate questions on the basis of national budget planning for SW CEx roadshow</p> <p>That the 09 Work plan should be developed on the basis of the business plan submitted as part of the allocation process with funding in line with the initial bid to HQ</p> <p>That the 09 Work plan be developed and circulated</p> <p>That Branches submit end of year financial statements asap</p> <p>That Branches be asked to work on basis of balancing income and expenditure for branch events and making profit wherever possible</p> <p>That Gail Bowering-Sheehan be formally confirmed by the Board as Executive officer to include financial responsibilities previously undertaken by the Treasure and that transfer of financial mandates be undertaken accordingly with JP/MS/GBS/CT/Chair named on mandate</p> <p>That GBS will produce a financial monitoring system [Red/Yellow/Green]with reports to the SWRMB meetings and summary reports between meetings</p> <p>That the issue of availability of laptops to Branches be a item for the next Forum meeting</p> <p>That the Regional website be examined by GBS and the updating/ development of the site be discussed with SS</p>	<p>ALL TO NOTE</p> <p>PA/AB/MS/CH</p> <p>MS</p> <p>ALL TO NOTE</p> <p>GBS</p> <p>Branch Reps</p> <p>Branch reps</p> <p>GBS/ JP/ Chair/MS/CT</p> <p>GBS</p> <p>GBS</p> <p>GBS/SS</p>

	<p>[Note some members reported problems in gaining access]</p> <p>That the issue of Communication methods be an agenda item for the next meeting [including web site]</p> <p>That GBS produce a work plan update to each meeting</p> <p>It was noted that this was the last day of JP as Treasurer , the group formally thanked John for all his hard work over the last three years and producing a sound financial system</p>	<p>GBS</p> <p>GBS</p> <p>ALL TO NOTE</p>
4	<p><u>Training Programme</u> Noted that Branches are currently looking at training needs for 2010 – training programmes confirmed by Autumn <u>AGREED</u> That collection of training needs be included in the business planning process with establishment of common SW training needs</p> <p>Circulation of branch training needs to be undertaken via the group That Branches continue to invite/ notify members of events from adjoining areas</p> <p>That GBS explore the Gloucestershire teleconferencing model [with Gloucestershire reps] with a view to further development of this for meetings across the SW. That the pilot project in Gloucestershire be developed as an example for regional development and a report be made to the next meeting</p> <p>Request to subscribe to Cornwall Branch Compliance Code training/ subscription to consultancy not supported</p> <p>That Branches supply names of Heads of Service in their area to GBS with a view to developing links and knowledge of training needs. Paper to be prepared to a future meeting</p> <p>That a new sub group be set up to look at the effects of the new educational competencies and how we can promote the profession, support members as part of LGR and engage with the wider health agenda [the canvassing of HofS on their views re the new competency framework and knock on needs to be undertaken by the group as part of the process]</p>	<p>GBS</p> <p>ALL TO NOTE</p> <p>GBS/MP</p> <p>Cornwall Reps to note</p> <p>Branch reps/GBS</p> <p>Compenencies Framework Sub Group AB/MP/GBS/</p>
5	<p><u>Wiltshire member's survey results</u> – To consider <u>AGREED</u> Survey showed that most people 5 years after qualification did not want to complete APD – view to be passed back to HQ Wiltshire Branch be thanked for undertaking the survey and the principle of undertaking surveys in other Branches was</p>	<p>SS</p> <p>ALL TO NOTE</p>

	supported AM undertaking separate survey using Free on Line Surveys. Com £20 per month subscription. UWE undertaking evaluation for Branch. Paper to be prepared to future meeting after evaluation with view to possible roll out to other Branches in SW	AM
6	<u>Somerset Branch Development</u> - Paper by SS Noted interest from key individuals in reforming group. <u>AGREED</u> Paper and recommendations on Somerset Branch development be accepted. [Note UWE happy to provide short training session as part of the meeting] The proposal for a retired members event was not supported as a priority at this time	GBS/SS SS
7	<u>Student Development Proposal</u> – Paper by SS <u>AGREED</u> That there should be consideration of a student training course in port health in the area – to pursue That details of the Herts and Beds Student Consortium arrangements be circulated That the recommendations in SS Paper be supported	SS GBS SS
8	<u>State of EH report</u> – paper by SS State of EH Draft Report produced for the SW. <u>AGREED</u> Report to be 'polished' and updated version to be presented to the group for further debate on how the report can be further developed [agenda item next meeting] That a task group be set up to include CT/SS/ MS [other volunteers]	SS CT/SS/MS
9	Round up of activities of members	ALL TO NOTE
10	<u>AOB</u> None	
11	<u>Date time and venue of next meeting</u> Date to be confirmed. Dates for the next 2-3 meetings to be circulated by GBS to group Venue Conference Centre –Somerset College Taunton	ALL TO NOTE
	<u>Items to note</u> Summary report of actions - SS	ALL TO NOTE

Meeting commenced 10:30 am
Meeting finished 1.30 pm aprox

Signed:

(Chairman)

Dated:
