

South West Regional Management Board

Chartered
Institute of
Environmental
Health



The Management Board will meet at 1100 on Thursday 19 June 2008 in the Meeting Room, Health Protection Agency, The Wheel House, Bond's Mill, Bristol Road, Stonehouse, Gloucestershire GL10 3RF

Map and directions can be found at end of agenda.

Teleconferencing facilities have been arranged for those who cannot attend in person.

Dial in number: 0800 358 0872

Participant Code: 257919

Agenda

1. Welcome and introductions (Chair)
2. Apologies for absence
3. Notes of meetings:
 - Regional Management Group 20 December 07 (attached)
4. Matters arising
5. Financial Matters
 - (a) Statement of Accounts to 30 May 08 (previously circulated) and Treasurers report
 - (b) Budget 2008 (revised business plan attached)
6. Feedback and Issues from Members Forum 15 April 08 (MS)
7. Appointment of Executive Officer
 - (a) Job description and person specification (attached)
 - (b) Appointments panel
 - (c) Advertising: EHN/ reg. website
8. Calendar of Meetings and Events:
 - (a) Management Board quarterly business meetings 2008:
 - ** Tues. 23 September (change)
 - Wed. 17 December
 - (b) Members Forum 2008: 12 November (propose 26 November)
 - (c) Other meetings and events:
 - CIEH Conference: Best of the Best 28/30 September 08 Nottingham
 - Residential School: In conjunction with Members Forum?
9. Any other urgent business
10. Date of next meeting **23 September 08 (Venue TBC)



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NOTES OF REGIONAL MANAGEMENT BOARD MEETING 20 December 2007

1. Welcome and Introductions

In the absence of both Chair and Vice Chair, Andrew Broomfield agreed to chair the meeting.

Chairman welcomed Sharon Smith, CIEH Strategic projects Director who outlined her background and current roles in co-ordinating CIEH contribution to 2012 London Olympics and EH profiling project in SW for CX.

2. Apologies for absence

Peter Archer

Lindsay McClean

Andy Hopson

Alan Bratt

Kate Eveleigh

Cath Humphries

Mike Bailey

Attending

Denise Powell (Glos)

Sterling Crew (C&I SIG)

Andrew Broomfield (Dorset)

John Pegg (Cornwall & Hon. Treas.)

Mike Studden (Hon Secy.)

Sharon Smith (CIEH Strategic Projects
Director)

3. Notes of Management Board Meeting of 23 October 2007

Accepted as an accurate record of proceedings.

4. Matters Arising

Previous minutes:

5(a) Andrew Gardiner, CIEH Finance Director to act on closure of former Western Centre account.

5(b) Seminar account is still receiving income

5(c) Draft regional financial regs. completed and submitted for discussion. Question raised as to whether a consistent approach to constitution, standing orders and regulations for Regional Management Boards should be sought. Sharon offered to feed back to CX at her next meeting with him.

5(d) Environmental Protection seminar in July 2007 appears to be showing a loss of £474.74

5. Finance

- (a) Statement of accounts presented. With current liabilities of around £7,000 the Regional account stands in credit of £22,031.32.
- (b) Organisers of Regional events to be asked to submit a business case in advance of each event. MS to liaise with "Education Committee" and provide feedback on seminars and workshops.
- (c) Chadwick House bursary application from Wilts Branch approved in sum of £690.
- (d) Draft regional finance regs. to be forwarded to Director of Finance for comment.
- (e) Budget 2008 – Members expressed concern over the lack of clarity in allocation procedure for funds in 2008 and need to clarify role and direction of regional boards particularly in relation to profit generation or cost neutral operation. There appears to be a lack of Council policy on this issue and strategic direction is unclear. Support from HQ is inadequate and particularly the last minute decisions on 2008 allocation of funds.
- (f) Accounts for 2007 noted. Aim to submit to Andrew Gardiner as soon as year end.

6. Feedback from Centre and Branch Forum

Some regions now have a monthly newsletter produced by a paid correspondent.

There is still some difficulty across the regions in securing effective communication with members through email correspondence only.

Regional web development is ongoing and it was suggested that RSS messaging prompts should be included to let members know when new content is published.

A new training page is to be featured on the national web site early in 2008.

7. Appointment of Regional Executive Officer

Draft Job Description and person specification previously circulated. Sharon Smith confirmed that she is not able to undertake any of the day to day activities set out in the JD. Her role is to provide added value in regional affairs.

RMB Members commented on title of post. Should be Regional Admin. Officer not Executive. It is clear that the time allocated and funds available would not permit the post holder to provide direct support to Branches other than co-ordinating training programmes.

8. Calendar of Meetings and Events

Dates agreed for 2008:

- RMB Wed 18 June
- Wed 24 September
- Wed 17 December

Members Forum – 12 November

Residential School – proposed two day/ one night event to be scheduled to avoid clash with CIEH annual conference, once dates published by Events Division. **Action: Trustees to lobby for publication of dates urgently.**

9. Any Other Urgent Business

Devon Branch has a training day on 22 January, see regional web pages.
Student training leads have now been established in Cornwall and Sterling/
Cath are links for UWE.
Next stage is setting up of surgeries and mentoring arrangements for ELP.

10. Date of Next meeting

To be confirmed as soon as notification of revised 2008 funding received from
HQ. **MS to arrange in consultation with Chair**