



Chartered
Institute of
Environmental
Health

South West Regional Management Board

The Management Board will meet at 1030 on Thursday 20 December 2007 in the Genesis Centre, Somerset College of Arts and Technology, Wellington Road, Taunton TA1 5AX.

Map and directions can be found at:

http://www.tauntonconferencecentre.co.uk/documents/cc_map_parking.pdf

Remember that parking is pay and display £1 all day. Don't forget your change for the meter.

Agenda

1. Welcome and introductions (Chair)
2. Apologies for absence
3. Notes of meetings:
 - Regional Management Group 23 October 07 - attached
4. Matters arising
5. Financial Matters (Treasurer)
 - (a) Statement of Accounts
 - (b) Financial out-turn statement – Environmental Enforcement seminar 21 July 2007
 - (c) Chadwick House Group bursary applications
 - (d) Budget 2008
6. Feedback and Issues from Members Forum 28 November 07
7. Appointment of Executive Officer
7. Calendar of Meetings and Events:
 - (a) Management Board quarterly business meetings 2008:
 - Wed. 12 March
 - Wed. 18 June
 - Wed. 24 September
 - Wed. 17 December
 - (b) Members Forum 2008: 12 November
 - (c) Other meetings and events:
 - CIEH Conference: TBC
 - Residential School: TBC
8. Any other urgent business
9. Date of next meeting 12 March 2008 (Venue TBC)

South West Regional Management Board



NOTES OF REGIONAL MANAGEMENT BOARD MEETING 23 October 2007

1. Welcome and Introductions

Andrew Hopson welcomed those present to the third meeting of the new Regional Management Board

2. Apologies for absence

Peter Archer, Trustee
Justine Wadge (Chair), Cornwall
Lindsay McClean, Devon
Alan Bratt, West of England
Sterling Crew, C&I SIG
John Pegg, Treasurer

Attending

Andrew Hopson, Trustee
Cath Humphries, Trustee
Kate Eveleigh, Devon
Andy Broomfield, Dorset
Anna Manning, Wiltshire
Mike Bailey, C&I SIG
Mike Studden, Secretary

3. Notes of Management Board Meeting of 13 June 2007

Accepted as an accurate record of proceedings.

4. Matters Arising

- (a) Noted receipt of final balance of former Western Centre account
- (b) Very low take up of subsidised Conference places. Despite two notices in EHN only two applications. Funds provided to John Pegg and Gary Cooper both from Cornwall Branch
- (c) Clarification still awaited from Finance team at Chadwick Court as to who will budget for employee oncosts such as NI, pensions contribution etc.
- (d) Sharon Smith invited but unable to attend today. Still some uncertainty as to nature of assistance she would be able to provide pro tem.

Action: MS to:

- (a) Discuss with Graham Jukes and Sharon and report back to next meeting of RMB
- (b) Approach Peter Bird, EO of C&I SIG re contacts for potential job candidates in SW

- (c) **Provide person specification and job description to Kate Eveleigh for publication on regional website.**

5. Finance

- (a) Signatory from former Western Centre account holders now required to close account **Action: JP**
- (b) Treasurer to seek clarification for sums of money paid into account from CIEH **Action: JP**
- (c) Need for financial standing orders emphasised, still outstanding. **Action JP/ MS**
- (d) Environmental Enforcement seminar out-turn account to be presented at December meeting. **Action: JP**
- (e) Chadwick House Group bursary fund of £3k still undistributed. **Action: MS to write to Branch Secretaries seeking bids for training events to be considered at 20 December meeting.**

6. Calendar of Meetings and Events

Following dates agreed for 2008:

- RMB – Wed 12 March
- 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.**

7. Outline Programme for Annual Members Forum 28 November 2007

Draft programme tabled by Secretary for approval. Theme is Climate Change and Flooding. Agreed that this is topical and of general interest. **Action: MS to confirm speakers and circulate notice to:**

- (a) **Kate for web publication**
- (b) **Branch Secretaries for circulation to Members**

8. Any Other Urgent Business

Trustees reported on discussion at last Council Meeting on increased subscription level for 2008 based on above inflation rise. In opinion of Chief Executive, current level is too low. After debate it was agreed to increase in line with inflation.

Mike Bailey sits on Membership Working Group and would welcome views on opening up membership more widely.

10. Date of Next meeting

20 December at South Somerset College