



Chartered
Institute of
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South West Regional Management Board

Management Board will meet at 1030 on Tuesday 23 September 2008 in the Hothouse Boardroom, 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.

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 Board 19 June 2008
4. Matters arising
5. Financial Matters
 - (a) Statement of Accounts to 30 August 08 (previously circulated) and Treasurers report
 - (b) Business Plan and Budget 2009
6. Branch and Regional Update –Wilts/ Cornwall Branches & Region
7. Branch and Regions Forum 26 September 08 – representation
8. Appointment of Executive Officer
 - (a) Job description and person specification
 - (b) Appointments panel
 - (c) Advertising: EHN/ reg. website
9. Calendar of Meetings and Events:
 - (c) Management Board quarterly business meetings 2008:
Wed. 10 December
 - (d) Members Forum 2008:
27 November – Exeter University
 - (e) Other meetings and events:
CIEH Conference: Best of the Best 28/30 September 08 Nottingham
Chief Executive's Roadshow: 03 February 2009 Exeter University
10. Any other urgent business
11. Date of next meeting 10 December 08 (Venue to be agreed)



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NOTES OF REGIONAL MANAGEMENT BOARD MEETING 19 June 2008

1. Welcome and Introductions

In the absence of Chair, Peter Archer proposed Alan Bratt to chair the meeting from Stonehouse.

2. Apologies for absence

Justine Wadge (Cornwall & Reg Chair)	Sharon Smith (CIEH Strategic Projects Director)
Andy Hopson (Trustee)	Kate Eveleigh (Web Coordinator)
Cath Humphries (Trustee)	

Attending

Teleconferencing:

Sterling Crew (C&I SIG)	Mike Bailey (C&I SIG)
John Pegg (Cornwall & Hon. Treas.)	Clair Turbutt (Devon)
Laura Quintero (Dorset)	Martin Pill (Gloucestershire)
Peter Archer (Trustee & VC)	

Attending:

Mike Studden (Hon Secy.)	Graham Steady (Wiltshire)
Alan Bratt (West of England Branch)	

3. Notes of Management Board Meeting of 20 December 2007

Accepted as an accurate record of proceedings.

4. Matters Arising

From previous minutes:

- Date of next RMB meeting is rearranged for 23 September
- Stonehouse is felt to be too far to travel for those from far SW
- Alan Bratt proposed that we should try Exeter for next meeting if possible.

5. Finance

- (a) Statement of accounts to 31 May presented by Hon Treasurer.
 - CIEH 2008 funding for Region has been confirmed but not yet received.
 - Seminar on flooding and disaster management held at Bristol on 09 May is likely to produce a surplus
 - Final cost of Wilts Branch Food Seminar is £758.28. Previous request for only £690.00 but **agreed** to pay whole amount.

(b) Business Plan 2008

- Request from Finance Director for first draft to be submitted in September
- Alan Bratt suggested amendment to page 2 “opportunities for members to access CPD” by adding “low cost”. **Agreed**
- Reference should also be made to:
 - Nominated Branch representatives (Alan)
 - Sharing best practice (Sterling)
 - Sub. Regional Work Programmes
- Alan Bratt proposed that full RMB should meet twice annually and two new sub regional

(c) **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.

6. 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.

7. 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**