

# West Midlands Region Management Board

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|-------------------|-------------------|
| Chair             | Roger Braithwaite |
| Secretary         | Alan Bennett      |
| Executive Officer | Helen Cameron     |
| Treasurer         | David Holmes      |
| Trustees          | David Williams    |
|                   | Michael Parkes    |

(Plus representatives from the five Branches, the C & I SIG, Birmingham University, University of Wolverhampton and a student representative)



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## **MINUTES OF THE CIEH WEST MIDLANDS REGION MANAGEMENT BOARD HELD AT THE UNIVERSITY OF WOLVERHAMPTON ON WEDNESDAY 12 JANUARY 2011**

**Present:** David Holmes, Roger Braithwaite, Amanda Kilby, Alan Bennett, Juliet Sparkes, Maurice Brennan, David Williams, Helen Cameron, Clive Roberts

### **47/11 Welcomes and Apologies for Absence**

Apologies received from Michael Parkes, Tim Matthews, Charlie Yarnold, Heather Matthews.

### **48/11 Minutes of meeting held on 10 November 2010**

The minutes were agreed.

### **49/11 Matters arising**

Alan advised that CIEH HQ were able to send messages on our behalf to any or all members in the region, including students and retired members. Helen reported that the difficulty in this method was the time taken by HQ (up to 2 weeks) and the impact on the timeliness and relevance of the message contents. Following a lengthy discussion it was agreed that the Chair would contact HQ and express our considerable dissatisfaction and concern with the level of service provided and to insist that a significant improvement is forthcoming.

*Action: Alan to draw up a draft message for the Chair to send to CIEH HQ*

Roger reported that he had spoken to Heather Cowell, the EH course leader at Coventry University and Alan confirmed that he had invited her to the meeting but had not had any response.

David reported that the Board's financial contribution towards a retirement gift for Steve Grimes, past Chair, had purchased a digital radio.

### **50/11 Secretary's Report**

A draft expenses policy was considered and discussed. Helen suggested adding that all claims should be made using the existing claims form. The policy was approved subject to the addition of a requirement that claims must be made using the approved form.

*Action: Alan to amend the policy.*

The formal notes of the CIEH meeting of Regional Chairs/Secretaries on 2 November were noted.

Alan advised the Board of the contents of a "Practice Profile" article written by Stuart Spear for future publication in EHN. The Board considered and approved the article, subject to Alan discussing appropriate changes in the text with Stuart Spear.

*Action: Alan to respond to Stuart Spear.*

#### **51/11 Executive Officer's Report**

The Board discussed Helen's report, and was particularly interested in the Learning for Public Health network and the opportunities for joint working in the future. This was agreed as the key area for training, information and development. Mike Parkes' role in the relationship with LPH was acknowledged.

There was discussion on the annual Forum and CPD activity for the forthcoming year, with suggestions made for topics, speakers and venues.

*Action: Helen to amend the programme as appropriate.*

#### **52/11 Treasurer's Report**

David's report was considered. It was noted that we have £7322 in the account and that allowing for commitments the amount available was approximately £2597.

David is awaiting responses from Branches before the CIEH contribution is finalised.

#### **53/11 Trustees' Reports**

On Michael's behalf, Roger reported on the last Trustees' meeting which included the governance proposals by CIEH.

#### **54/11 Reports from branch, university and student representatives**

Juliet reported that the Hereford & Worcs Branch AGM would be held on 8 February and that a seminar on the psychology of hoarding is planned. The Board thought that this seminar could be of interest to others in the Region and requested that the wider membership is invited.

Amanda reported that the BSBC Branch AGM is on 26 January and that future topics for meetings included the public health report for Sandwell council and a food, environment event.

Maurice advised that student numbers at Birmingham University were at a good level this year but that fees would be reviewed in the near future.

David also reported good numbers of students at Wolverhampton University this year and advised that course structures were to be reviewed.

#### **55/11 Student Training**

There was discussion on the draft CIEH Student Strategy and the general situation on student training in the region. The low number of training placements and its impact on the existing ELP requirements was of considerable concern to the Board. Amanda described the initiative that HPA, Sandwell council and the PCT were supporting to give 2 students work placements. Costs and other resource requirements were shared by the 3 organisations. The Board considered that this and other initiatives (such as a “Directory of Opportunities for Students”) were worth exploring further and supported an offer by Helen and Maurice to undertake more work on them.

*Action: Helen and Maurice to develop a proposal for consideration at the next Board meeting.*

**56/11 Any Other Business**

CIEH Climate Change Toolbox – David Williams reported that he had been asked by Joanna Wydenbach of CIEH Northern Ireland if the Region would consider using the CIEH Climate Change toolbox. It was agreed to invite Joanna to speak at the Forum on 21 March.

*Action: David to liaise with Joanna.*

CIEH Public Health white paper consultation events.

Alan reported that he and the Chair had been invited to attend the CIEH consultation events, one of which was in Coventry on 2 February. There was no charge to attend. The Board agreed to support attendance by either the Chair or Secretary at the event in Coventry.

*Action: Roger and Alan to decide who is available to attend the Coventry event on 2 February.*

David Williams reported that Peter Wright had retired from his position in the CIEH Education sector and the impact that this may have.

*Action: David and Maurice to raise the matter at a forthcoming meeting of academics next week.*

**57/11 Dates and venues of future meetings**

Next meeting is on 9 March 2011 at Lichfield.

**Signed as a true and accurate record of the meeting .....**  
**Chair West Midlands Region Management Board**

**Meeting dates 2011**

| <b>Date</b>      | <b>Venue</b>     | <b>Notes</b> |
|------------------|------------------|--------------|
| Wed 9 March 2011 | Lichfield        |              |
| Wed 11 May 2011  | Worcester        |              |
| Wed 13 July 2011 | GOWM, Birmingham |              |
| Wed 14 Sep 2011  | Hereford         |              |
| Wed 9 Nov 2011   | Lichfield        |              |

**NOTE: All meetings to start at 10.00 and finish at 12.00 unless otherwise arranged.**