

West Midlands Region Management Board

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 CIVIC CENTRE, STOURPORT ON SEVERN ON WEDNESDAY 10 NOVEMBER 2010

Present: David Holmes, Roger Braithwaite, Michael Parkes, Alan Bennett, Juliet Sparkes

37/10 Welcomes and Apologies for Absence

Apologies received from Amanda Kilby, Tim Matthews, Maurice Brennan, David Williams, Helen Cameron, Charlie Yarnold, Clive Roberts, Stephen Grime.

38/10 Minutes of meeting held on 22 September 2010

Subject to the amendment of minute 29/10 (S Battersby is President not Chair of CIEH) the previous minutes were agreed.

39/10 Matters arising

Alan advised that he had not been contacted by any students and it was agreed to make further efforts to engage students and retired members in the region.

Action: Alan to draw up a list of all students and retired members in the Region.

Action: Roger to make contact with the EH course leader at Coventry University.

Alan advised that he and Helen are meeting CEnTSA representatives on 12 November to view and discuss the web based training facility .

There was a discussion on expenses to be paid by the Board in respect of speakers at CPD events and other matters, including a gift to mark the retirement of the past Chair.

Action: Alan to draw up a draft policy for the payment of expenses.

Action: David to arrange a suitable gift to mark the contribution made by Steve Grimes, past Chair, in conjunction with Roger.

Alan reported on his enquiries into teleconferencing and the costs involved. The Board noted the potential usefulness of teleconferencing and will consider using such a scheme in the future.

Alan advised that he had provided Richard Hall of Warwick DC with a letter of professional support for his grant application. Richard will be visiting Sierra Leone on 16-26 November but is not proceeding with his grant application for the time being.

40/10 **Secretary's Report**

Alan advised that the Warwickshire local authorities intended to appoint another student EHO and would like the Board to support the proposal in a similar way to the previous student. The Warwickshire authorities have the necessary funding (£4,000) and have followed an open and fair recruitment process. In order to address the financial risks, they had proposed that the money is advanced to the Board who will then make the staged payments to the student. It was agreed to proceed with these arrangements.

Action: Alan to advise Ian Powell, Nuneaton BC of the Board's decision.

Alan reported back on the CIEH meeting of Regional Chairs/Secretaries on 2 November. There was a discussion on the draft student strategy 2010 and the comments received by the Board from Maurice Brennan. It was agreed to respond to CIEH with the Board's views.

Action: Alan to draft a response for approval by Roger.

Alan had been contacted by Stuart Spear, who plans to write a "Practice Profile" in a future issue of EHN. The Board considered which topics should be raised with Stuart. These included local government staffing levels and service arrangements, the region's economic and demographic changes/diversity that impact on EH services, public health, sustainability and carbon management, contaminated land issues, the presence of 3 universities teaching EH, the location of LBRO and its work with several local authorities in the region, and the future high speed rail link.

Action: Alan to respond to Stuart Spear with topics and contact names.

41/10 **Executive Officer's Report**

The Board discussed Helen's report, particularly the good progress on the annual Forum and CPD activity for the forthcoming year. There was discussion about the high costs of using Julie Barratt as a speaker/trainer and that there could be cost and administrative advantages to have a single venue for all the CPD events rather than separate ones for each. However, it would need to be reasonably accessible to everyone in the region and ideally have good public transport links in locations such as Birmingham and Wolverhampton.

Action: All Board members to provide Helen with details of any appropriate venues.

42/10 **Treasurer's Report**

David's report was considered. It was noted that we have £4225 in the account and that the end of year forecast was approximately £1530 in credit.

The Board decided to continue with financial support for the ELP event at Birmingham University but gave the Treasurer authority to place a limit on the amount given.

43/10 Trustees' Reports

Michael reported on the governance proposals by CIEH and the Public Health White Paper.

44/10 Reports from branch, university and student representatives

Juliet reported on progress towards implementing the shared regulatory services model in Worcestershire.

35/10 Any Other Business

There was discussion on the Region's pages on the CIEH website. Alan advised that old documents had been removed and more up to date ones added. The Board would like to improve the content further and, if possible, to include photographs.

Action: Alan to contact CIEH webmaster to implement further improvements.

36/10 Dates and venues of future meetings

Next meeting is on 12 January at University of Wolverhampton.

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

Meeting dates 2010 – 2011

Date	Venue	Notes
Wed 12 January 2011	University of Wolverhampton	
Wed 9 March 2011	Bromsgrove	May change to Lichfield (tbc)
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.