

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 GOVERNMENT OFFICES OF THE WEST MIDLANDS, BIRMINGHAM ON MONDAY 22 SEPTEMBER 2010

Present: David Holmes, Roger Braithwaite, Helen Cameron, Charlie Yarnold, David Prosser-Davies, Stephen Grime, Michael Parkes, Alan Bennett

23/10 Welcomes and Apologies for Absence

Apologies received from Amanda Kilby, Heather Matthews, Tim Matthews, Maurice Brennan, David Williams.

Roger expressed the thanks of the Board to the immediate past chair, Stephen Grime, for his valuable contribution to the work of the Region over the last 20 years. Stephen retires at the end of September but will continue to represent the Shropshire branch until the end of 2010.

24/10 Minutes of meeting held on 30 April 2010

Subject to minor amendment the previous minutes were agreed

25/10 Matters arising from the Minutes not dealt with elsewhere

David Prosser-Davies queried the data in item 17/10 and asked if there was any information on how many students went on to become EHPs. No information was known to members of the Board.

26 & 31/10 Secretary's Report

There was a discussion on membership of the Board and how to maximize participation, particularly from students.

The CIEH Regional funding submission 2011 was discussed and contributions for inclusion in the application were agreed.

Action: Alan to contact the Branches for the names of student representatives.

Action: Alan to amend the list of Board members and circulate with the minutes.

Action: Alan to complete and submit the funding application to CIEH by 1 October.

27 & 33/10 Executive Officer's Report

CPD activity for the forthcoming year was discussed, including a proposal for an Annual Forum, with March or April being identified as the best time. The need for maximum input from members and advance planning was seen as crucial to success. Topics for the CPD programme will be based on the core skill areas with sufficient flexibility to encourage participation amongst all the Branches.

It was agreed to use the CEnTSA web system to provide the administrative support for training events. Helen will require training on its use by Tim Davies of Warwickshire CC.

The Chair suggested that we examine the possibility of teleconferencing by the Board as a means of reducing costs and achieving value for money.

Michael mentioned that he was making a presentation to a meeting on 13 October on the relationships between public health and regulatory services, and asked for ideas to include in the event and the West Midlands Teaching Public Health network

Action: All Board members to provide Helen with ideas for CPD events.

Action: David to arrange payment for the CEnTSA web system.

Action: Helen to arrange training on the CEnTSA web system.

Action: All Board members to provide Michael with any suggestions for the West Midlands Teaching Public Health network.

Action: Alan to investigate teleconferencing possibilities.

28/10 Treasurer's Report

David's report was considered. It was noted that we have £4220 in the account and that the end of year forecast was approximately £2000 in credit.

David also raised data protection concerns that had been discussed at a recent CIEH Treasurers' meeting. The Board recognized the need for care in the use of data and also to ensure legal compliance. It was agreed by the Board that only the Secretary, Executive Officer and Treasurer should hold personal data and that they should follow CIEH policy and guidance issued recently.

Action: Alan to circulate the CIEH policy guidance to all Board members.

29/10 Trustees' Reports

Michael reported on the proposals by CIEH to reduce the number of trustees. A consultation is due to be undertaken by CIEH shortly.

Stephen Battersby has been elected as CIEH Chair for a further year.

Roger reported that he had been advised by CIEH that a list of statutory environmental health responsibilities was not available due to its "commercial value". Alan advised him that some information had been published by LBRO and is available on their website.

34/10 Environmental Health Professional Development Overseas

Alan reported that a branch member (Richard Hall of Warwick DC) was applying for a Commonwealth Fellowship grant to support a visit to Sierra Leone in order to explore links to the international section of CIEH. Richard had requested that the Board be a named professional sponsor to his application. The sponsorship has no financial consequences or commitment.

It was agreed to support the application and for the CIEH West Midlands Region to be the named professional body, subject to the relevant wording of the application being cleared by the secretary on behalf of the Board.

Action: Alan to advise Richard of the Board's decision and to clear the wording on behalf of the Board.

35/10 Any Other Business

Helen advised that CIEH had notified her of a forthcoming food safety conference at Chadwick Court. Agreed that Helen attend on behalf of the Board, with David Prosser-Davies as a reserve.

36/10 Dates and venues of future meetings

The frequency, dates and venues for future meetings was discussed. It was agreed to hold meetings on Wednesday mornings (other than the first one of the month) at bi-monthly intervals, with as wide a range of venues as practical (possible ones include Government Offices Birmingham, Lichfield, Bromsgrove, Wolverhampton University, Hereford and Worcester).

Action: Alan to propose a timetable of meetings for the next 12 months.

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