

West Midlands Region Management Board

Chair
Secretary/Executive Officer
Treasurer
Trustees

Stephen Grimes
Paul Knight
David Holmes
Roger Braithwaite
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 WEST MIDLANDS REGION MANAGEMENT BOARD HELD AT THE GOVERNMENT OFFICES OF THE WEST MIDLANDS IN BIRMINGHAM ON FRIDAY 30TH APRIL 2010

Present: David Holmes, Amanda Kilby Roger Braithwaite, Juliet Sparkes and Paul Knight

12/10 Welcome and Apologies for Absence

Apologies received from Stephen Grime, David Williams, Michael Parkes and Charles Yarnold.

Pre-Agenda Discussion on replacement of Secretary and Executive Officer

Paul has handed in his notice - the aim is to replace him by July 2010. He will stay on in a paid capacity until the end of June and then help with the recruitment and subsequent transfer of duties. Paul circulated draft job descriptions and person specifications for the Secretarial and Executive Officer roles. The Board agreed to the following:-

- Advert to be put out to members of the Region first and then advertised in the EH News.
- Job specifications with suggested amendments to be agreed by email with members of the Board prior to issuing to prospective candidates.
- Appointees to be recruited on a one year rolling basis with continuing employment subject to Board approval.
- The appointees must be CIEH members and preferably working or have an interest in the West Midlands Region.
- It was agreed to try to recruit both a Secretary and an Executive Officer, as this would offer more resilience for the Board.
- It was agreed that each role should be paid £3000 per annum but that the Executive Officer role should attract a bonus of 10% of net profits from all CPD events organized except the Annual Forum which the Board will keep free to members.

- Adverts to request brief expression of interest and brief CV from potential candidates.
- Closing date to be two weeks after advert is placed in EHN.
- Interview panel to be made up of at least five Board members and to be arranged for early July prior to the next Board meeting.

13/10 **Minutes of meeting held on 26th February 2010**

Subject to minor amendment the previous minutes were agreed

14/10 **Matters arising from the Minutes not dealt with elsewhere**

None

15/10 **Secretary and Executive Officers Report**

The Board agreed to continue with the CEnTSA facility for a further year – Paul to assist with training the new Executive Officer and Secretary in the administration of the system.

Action: Paul to assist with transfer and David to account for further payment to CEnTSA.

Paul and David to attend Joint conference in May – will report back at next Board Meeting.

Action: Paul and David

16/10 **Financial report** – see circulated report

Current balance is £4717.67.

Warwickshire LA's have now been invoiced for the £2000 paid to Matthew Shirley. Paul advised that there was no sign yet that WEPC funds would be freed up so agreement was obtained to pay the next two installments once the initial payments had been received from the Warwickshire LA's.

Action: Paul

It was agreed that limited expenses for students attending the Conference would be paid, as the full allocation had not been used.

Action: Paul to provide expense claims to students.

17/10 **Trustees Report**

Roger reported that he felt like a witness to major changes that were underway at CIEH including, loss of key personnel and changes in education to allow specialist route to full qualification. Roger also reported that only 186 of 700 students had obtained full EHP status.

Roger suggested that CIEH maintain a book showing legislation requiring duty holders that they “should” or “shall” fulfil legal obligations – this would help to ensure the mandatory role of many EHP’s is acknowledged.

Congratulations to Roger for obtaining CIEH’s Presidential Award for 2010!

18/10 Reports from Branch, University and Student Representatives

Amanda is arranging a multi agency event on carbon monoxide poisoning – 80 places available – Paul to help with promoting by distributing flyer on regional distribution list.

Juliet reported that H & W’s Pest Control event had been a success and with over sixty five attending.

19/10 CPD Events

See above – Paul reported that 85 members attended the Annual Forum.

20/10 Worcestershire Enhanced Two Tier Initiative

Re-structure goes ahead on 1st June with the amalgamation of six regulatory bodies into one structure. The host authority will be Bromsgrove and it is anticipated that many Senior EHP’s may lose their jobs.

21/10 Any Other Business

With the retirement of Steve the Board accepted Roger’s candidature for the role of Chair – this to be ratified at next Board Meeting.

Action: All

22/10 Dates of future meetings

Next Board meeting to be combined with interviews for the Secretary and Executive Officer roles.

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