



Minutes

Meeting of Regional Management Board

29 March 2010
Council House, Doncaster

Present

Janet Szlamp (JS)	April Fisher (AF)	David Purchon (DP)
John Bryson (JBr)	Ian Sanders (IS)	Mandy Preskey (MP)

Apologies

Jenny Best (JBt)	Ruth Priestley (RP)	Sue Coulter (SC)
Peter Hubbard (PH)	Kim Walker (KW)	

Meeting commenced	18:00
Meeting finished	21:00

		Action
01/10	Welcome	
02/10	Apologies As recorded	
03/10	Minutes of the meeting held on 4 th February 2010	
	The minutes of 4 February 2010 were agreed as a true record.	
04/10	Matters arising from the minutes of the meeting held on 4 th February 2010	
04.01	Point	
05.01	The cheque for York St John has now been paid and has cleared through the bank.	
	Ian to send a letter of thanks to Peter Hubbard for services to the RMB.	
10.01	Mandy has sent her old laptop back to HQ. Janet is to send hers. David and Mandy discussed the difficulties in using the laptops with administrator permissions removed.	
10.07	Funding from HQ will be £9539.48 for 2010	
10.08	Mandy to send update to HQ regarding Hull branch contact details	
05/10	Business Plan	
05.01	Janet has agreed to complete a business plan for the region.	
06/10	Training Plan 2010	
06.01	The Food Inspection Course has been booked at Leeds Metropolitan University for 6 th May. The fee for 2009 and previous years has been £114 for speakers. It was agreed that this would be increased to £125 for 2010. Mileage is a 40p set rate. A delegate rate of £60 for members and £70 for non members was agreed. CIEH Student membership is free. It provides 6 hours of CPD	
	April to contact Education (Tony Lewis) for further advertising advice.	
06.02	The Annual Members forum numbers are promising. David Pearson of the HSE asked whether he could have a 10 minute spot to discuss the new regulations. It was agreed that David Pearson would be given 10 minutes at 1:50pm before the main business.	

		Action
	Janet is meeting with Kate Betts and asked for topics of discussion to be included at the AMF. Suggestions included: press releases, how to stand out from the rest, what not to do, and interview demonstration.	
	Janet is to do the Agenda/Programme and feedback form for the day.	
06.03	Ian is to send out a reminder for the AMF	
06.04	The Statutory Nuisance course will be held at Sedum House on 10 th May and will provide 6 hours CPD costing £75 for members and £85 for non members	
06.05	The Professional Practice Seminar is taking shape. Lanyards and Nametags will be provided by HQ. The cost will be £95 for members and £110 for non members. A maximum of 125 can attend. Mandy, Janet and David agreed to attend. It was agreed that there would be one sponsored place per branch. 5.5 hours CPD will be given.	
06.06	Janet is to speak to Wendy Nixon regarding the Beauty Course. It was agreed that this would be a half day event which would be free to members and £15 for non members providing 2.5 hours CPD.	
06.07	The Dealing with Conflict course is scheduled to go ahead on 15th October. At Sedum House, Doncaster, costing £60 for members and £75 for non members. Providing 6 hours CPD.	
06.08	The Project Management Course is planned for 10 th November 2010 at Sedum House, Doncaster, at £60 for members and £75 for non members. Providing 6 hours CPD	
06.09	The HASWA course is to be arranged by Janet. Details tbc	
	A new low cost training event on regulatory enforcement is available. Mandy to ask members for interest through facebook.	
07/10	Peter Wright ELP	
07.01	The Peter Wright ELP course has been emailed to the board. Jane Bradbury has offered to organise the event. Janet asked for reasonable costs for the event as this was very expensive in 2009. April will ask Leeds Met if they have a room available. April will help Jane and contact Peter Wright for a date	
08/10	Joint Meeting with Port Health and SIG in York Nov 10	
08/01	More information is needed and the board is happy in principal	
09/10	Regional Page in EHN	
09.01	The Yorkshire and Humber Region are scheduled to be featured in EHN during August 2010. Janet and Ian are to act as contacts for the Region.	

		Action
10/10	Student Strategy	
10.01	It was agreed that this item would be deferred until the next meeting.	
11/10	Inviting New Members to the Regional Management Board	
11.01	Discussions took place regarding inviting 4 members from each branch to the Regional Management Board meetings. The board also need to publicise what they are doing for the region when they meet and what they are trying to achieve. Input will be requested at the Annual Members Forum.	
12/10	Any Other Business	
12.01	Janet discussed the East Midlands Seminar where Local Authorities pay a set amount of £475 per year to send 3 people to each seminar (6 a year) covering all disciplines. This works out at £27 per person per day. Janet to investigate further.	
12.02	Mandy asked about putting terms and conditions at the end of event flyers. It was agreed that this would form part of flyers from now on.	
13/10	Date of next meeting	
	TBC: The next meeting will be held on 11 May 2010, at Leeds and 6 th July 2010 at Hull. Agenda to be sent at a later date	
	Signed: _____ (Chairman)	