



Minutes

Meeting of interim Management Board

13 March 2008

Doncaster council house, Doncaster

Present

Peter Hubbard (PH)	Jane Bradbury (JB)
Ruth Priestley (RP)	Scott Forbes (SF)
David Purchon (DP)	Janet Szlamp (JS)
Roger Hart (RH)	Nick Wellington (NW)

Apologies

Sarah Smith (SS)
Ian Sanders (IS)
John Bryson (JBr)

Kim Walker (KW)
David Clapham (DC)
April Fisher (AF)
Kaye Potter (KP)

Meeting commenced 18:00
Meeting finished 21:00

		Action
01/08	Welcome	
02/08	Apologies	
03/08	Minutes of the Council meeting held on 6 February 2008 minutes accepted as a true record	
04/08	Matters arising from the minutes of the meeting held on 6 February 2008	
04.01	Point	
03.02	Outstanding – Js agreed to speak to David Newsum (HQ) regarding re-establishing communications with Botswana David Newsum agreed to help; currently the only contact is by paying for the £30 international federation annual subscription. Discussed current contacts made with twinning include international SIG (Peter Minhinette), grant funding for student exchange, JS advised of other Regions arrangements for twinning. DP advised of previous regular contact, however there is currently no contact. RH agreed to liaise with the international SIG and Botswana to look at re-establishing contact.	RH
05/08	WEEKEND SCHOOL	
05.01	David Clapham sent a summary advising of: Advert has been sent out. Students have started to e-mail for subsidised places, sponsorship offers are being pursued, 30 places have been booked by HPA (fri). Awaiting application forms being received. Discussions were held regarding the decision for payment being fixed for CIEH members and non members – DP advised that a vote was taken on the decision, 10 members to 5 voted to charge difference, after being advised by DC that as sponsorship had being provided by non-members and that 20 non-members had booked places already. DC advised that he would step out of the role if a fixed payment was not agreed. DP advised members of the board of the situation and asked for comments to which he received comments from 5 members of the board who advised that they would like DC to stay in post and felt that at it's current stage the wkend school would be difficult to pick up by other members of the board. Discussion was held as to confirmation by JS that it was made clear to DC that he reported to the board and therefore felt the decision regarding payment for non-members should have gone through the board. JB confirmed that no further voting was undertaken, JB apologised for any misunderstanding.	JB

		Action
	Discussions held over keeping DC in post, whether current charging is against CIEH policy, approach of organiser, future contractor's roles, regions reputation, discounts for bulk bookings, current excitement from members over the format and speakers, aims of wkend school whether being met.	
05.02	JS advised that comments from Paul Robinson included that the differential in pricing was to ensure members feel that they are gaining from their fees and that they are being subsidised by non members paying higher price. After discussions board agreed for DC to stay in post.	
05.03	SF suggested a gift for CIEH members (CIEH logo on), SF to look into it and advise at the next meeting. DP to liaise with DC regarding appropriate gift for CIEH members.	SF DP
	Agreed for RP, DP, JB, NW and North East regional place to attend the wkend school to aid with logistics for the wkend.	
05.04	DP to make arrangements with DC to sign the contract for wkend school organiser. Discussed future decisions to come to the board for agreement. Agreed that in future a briefing must be provided for organisers.	
05.05	RP to make arrangements with AF to sign the contract for exotics food course	RP
06/08	BUSINESS PLAN	
06.01	Annual Members Forum – DP advised that he had been in discussions with HQ regarding the roadshow/AMF taking place on the 1 May – no response currently received. Discussed changing date due to Local elections taking place, JS to speak to GJukes to check date and AMF to take place on the same day, JS to discuss alternative date with GJukes. DP to check further availability at Sheffield.	JS
06.02	Financial sheets – sent from Milan, region documented as due to receive £8,278 (instead of £12,000) JS to contact Milan to interpret the spreadsheet.	JS
06.03	3 Year plan – JS and NW agreed to look at the production of a 3 yr Bplan (2009-2012) to go to HQ in July 2008	JS/NW
06.04	JB advised that next secretaries meeting is 15 April 08 Lapsed members – discussed target for region is 36 members – to look at the next meeting	

		Action
06.05	JB advised that the secretaries manual is still awaiting publication	
06.06	<p>CODE of CONDUCT – discussions held with DP, RH, Paul Robinson and Jon Buttolph who agreed that the wording of the code of conduct was concerning and would be looked at, advised that there was a fund for reasonable expenses – several members advised that the CoC would not be signed until amendments seen. DP questioned Jon Buttolph who advised that will look at wording and get back to the region.</p> <p>JS advised that trustees sign CoC connected with trustee post, RH advised that the CoC was applicable for all elected members (inc branch/region), JS advised charity commission requirements, agreed to wait for response from JButtolph.</p>	DP
06.07	CPD – e-mail sent by JButtolph confirming that regional management board meetings are supplementary CPD, if a presentation is held concerning EH issues then the presentation time is core CPD. Also for administrative tasks concerning a CIEH course (booking rooms, liaison with speakers) is not eligible for CPD – it must involve broadening knowledge and skills. Regulations are available on the website.	
07/08	EXECUTIVE OFFICER	
07.01	<p>Advert – agreed to send out the advert and make amendment to the person spec to include skills looked at through CV and supporting statement</p> <p>Post advert to be sent through e-mail, EHN/within council and website.</p> <p>JS to send contract to HQ</p>	JB
07.02	DP suggested that JB and KP currently holding the post jointly could be offered some remuneration for work JS to look into with HQ	JS
08/08	TRAINING	
	JB provided MB with a draft training program for 2008.	
08.01	RH Tesco visit – RH advised no confirmation of date for course, RH to continue to make arrangements	RH
08.02	JB Exotic course – JB advised that the advert has been distributed. After e-mail sent to members regarding charging there were three members who disagreed with a fixed charge therefore JB advised an extra charge to be made for non CIEH student members as suggested by a member (JS), apologies made by JB regarding decision made without re notification	

			Action
		through the board. Agreed that AF to produce a briefing note for future organisers, once course arrangements had been completed.	AF
08.03	JB	Professional training certificate – discussed Liz Herring to offer a reduction in the course fee for Y&H CIEH members, JB to arrange dates and advertising, MB agreed.	JB
08.04	JB	Drainage Course – discussed, JB to make enquiries as to pricing with Dominic Blyth	JB
08.05		Pest control course – No further developments, RH and JBr to liaise with company to make enquiries as to holding an event	RH/JBr
08.06	JB	ELP student workshop – usually held Nov/Dec JB to make arrangements nearer the time, to liaise with Peter Wright	
08.07		APD workshop – currently no enquiries from the Y&H region made to the CIEH education unit	
08.08	JB	C & I joint event – JB advised that Phil Bentley had suggested Y&H region join the C&I seminar in 19 June, providing advertisement, 2 free places offered for Y&H members. JB to advise on Y&H joining the event and sending out (names in hat) offer to members - £75.00 one day training course on “Delivering Environmental Health in Adversity”	JB
08.09	JB	Low cost training – JB to contact Sam Telfer regarding arrangements for two low cost training seminars (early Sept and early Dec)	JB
09/08	ACCOUNTS		
09.01	KP	Accounts – KP sent summary, available on request from kpotter@wakefield.gov.uk JB to send KP budgets from all branches for 2008 MB agreed that if BASC payment was to be completed for payments then the region would stand the 35p per transaction	JB
09.02	JS	JS suggested a monthly update regarding the business plan financial commitments (in comings / outgoings), RH agreed to produce a monthly template to work to and complete for the board members to keep a track on the completion of the business plan	RH
10/08	AOB		
10.01		Newsletter – e-mail received from a retired member thanking the region for keeping members in touch and suggesting the	

		Action
10.02	region host an annual dinner dance 50/60 yr members – JB advised that the CIEH is due to advise on members that are coming up to their 50 & 60 yr membership, members may receive certificates through the region or HQ (members preference) awaiting notification from HQ.	JB
10.03	2009 Diaries – discussed BPlan inclusion to produce the diaries for 2009, discussed problems with distribution for Hull CC members, agreed to improve distribution this year. JB to send e-mail to distributors for 2008 to ask if prepared to undertake again. RH to liaise with printers for deadlines, MB members to advise RH is changes to the format or additions are to be looked at.	JB All MB members RH
10.04	MB members e-mail list – JS confirmed that LA contacts are no longer classed as management board members under the regional structure, therefore to be removed from the MB e-mail list. JB to remove all LA representative names	JB
10.05	JS advised that HQ were looking at providing some training for MB members (Chair, secretary, treasurer in particular), JB advised that treasurer training had been promised some time ago. Await arrangements from HQ.	
10.06	Vice Chair – currently position vacant – to discuss at next meeting	
11/08	Date of next meeting	
	TBC: The next meeting will be held on the 1 May 2008 at Sheffield, confirmation and agenda to be sent	
	Signed: _____ (Chairman)	