



Minutes

Meeting of interim Management Board

26 September 2007
Doncaster council house, Doncaster

Present

Kaye Potter (KP)	Jane Bradbury (JB)
Kim Walker (KW)	Ian Sanders (IS)
	Janet Szlamp (JS)
Roger Hart (RH)	Nick Wellington (NW)

Apologies

Peter Hubbard (PH)	Scott Forbes (SF)
Denise Donnelly (DD)	April Fisher (AF)
David Purchon (DP)	John Bryson (JBr)
Sarah Smith (SS)	Bob Hewson (BH)

Meeting commenced 18:00
Meeting finished 21:30

		Action
01/07	Welcome	
03/07	Minutes of the Council meeting held on 25 July 2007	
	NW Accepted as a true record	
04/07	Matters arising from the minutes of the meeting held on 25 July 2007	
	Item no	
04.01	completed	
04.02	completed	
04.03	No need to pursue the members in Middlesbrough as consultation complete	
04.04	completed	
04.05	No labels received KP requested from HQ – to be used for diary distribution	
04.06	Hull fees still outstanding for weekend school 2006, IS to chase up	IS
04.07	completed	
04.08	JB to change wording in BP to reflect the need for 1 scrutineer	JB
04.09	Agreed to refrain from holding low costs training until feedback from North West provided and executive officer in place (Jan 2008)	
05/07	WEEKEND SCHOOL	
05.01	KP Advised that there are two outstanding accounts for wkend school from Rotherham and Bradford, discussed the confusion as no invoices were sent out, agreed next year to send out invoices to all attendees which would fit in with all LA payment schemes and provide a chain of payment/non payment for the treasurer, KP to chase the two outstanding invoices	KP
05.02	Discussed and agreed that the deposit for 2008 wkend school should be on the accounts for 2008 even if deposit paid to York St John in 2007	
05.03	Discussed 2008 wkend school, suggestion made to higher the rate for non- Y&H members which would help to subsidise students etc	
05.04	Discussed CIEH funded places, agreed for KP to produce a breakdown of the funded delegates as to how long they stayed and what provisions were provided	KP
05.05	Discussed venue for 2008, alternative arrangements, timing of event, JB advised that York St John was only available 7-8 June wkend or 21-22 wkend, agreed JB to make enquires for the 7-8 June for prices etc.	JB

			Action
05.06		Discussed coordinator role and agreed to place advert in the ehn and send on e-mail, JD and person spec to be prepared by NW JB to send advert to ehn	NW JB
05.07		JS advised that for future courses CIEH are looking at arranging speakers and rolling out the courses to regions	
05.08		Agreed for NW, JS and JB to be the selection committee for the post of conference coordinator, Interviews to be done late NOV or ASAP	
05.09		Discussed the program for 2008 agreed to do pararell sessions (with a break in between for changes) Program to include food, H&S, housing, EP, public health, possible topics to include tattooists, piercing, flood, legal (suggestions for speakers – Jeff bell, Nigel Wilson 0114 2307857 practical housing, legal issues) JB to send round a suggested blank program and for branches to provide ideas for speakers.	JB
05.10		JB to email York St John for details of prices etc	JB
06/07	2008 Y&HDIARY		
06.01	RH	Expected date of arrival is 14 Oct, RH to advise JB when the diaries have arrived, JB to liaise with IMB members for the delivery to LA distributors.	RH JB
06.02	JB	JB advised that there was currently no volunteers for Scarborough, Selby (possibly Liz Lloyd) and Richmond shire (NW advised to send via post)	
07/07	TRAINING		
07.01	JB	ELP - Discussed ELP workshop event to be held on the 21 Nov, agreed the allocation of approx £450 for venue, refreshments etc. JB to make arrangements	JB
07.02	RH	Refrigeration seminar - Advised that the refrigeration seminar was booked for the 29 Nov, discussed speakers and prices, agreed to charge £40 per delegate (restricted to 40 delegates). RH to send flyer o JB. JB to advertise in the ehn, website, email and NW to send to Food principal officers group and chief officers group NW agreed to take bookings and money for delegates, JS ad NW to chair a session at the seminar.	RH JB NW JS
07.03		LAA – CIEH/HSE event – enquiry was made as to the possibility of the event being help in the Y&H region, comments were submitted inc members felt the event could be widen from just H&S and at a practical level. JB to find out event program and possible prices and dates	JB

			Action
07.03		Training program – discussed the need for a program to be in place agreed to look at setting the program for 2008 when executive officer is in place	
08/07	EXECUTIVE OFFICER ROLE		
08.01	NW	Discussed the role of the ex officer and evaluated the JD sent by DP and one provided by JB (from CIEH), agreed on duties for ex officer, discussed whether 3 rd party insurance and professional liability insurance was required, JB to check with the other regions as to their position and also ask at the next secretaries meeting.	JB
		Discussed the essential criteria and desirable and agreed person spec, agreed that member of the CIEH was desirable but not essential for the ex officer. NW to prepare JD and person spec for approval, JB to devise advert for ehv for approval enquires to be back for the 29 Oct and interviews for the end of Nov. JS, NW and RH interviewing panel	NW JB
09/07	AOB		
09.01		Funding for practitioners conference 2008 – consideration was made to funding places on the conference due to the fact that no free places were provided for region by HQ, discussion held and agreed not to fund any places for 2008 (consideration to be given in the BP for 2009)	
09.02		Joint SOFHT meeting – JB asked by Cath Gairn if the region would like to do a joint SOFHT meeting on the 17 Oct, discussed the short time available, subsidy for CIEH members, allocation of places. Agreement made to subsidise members at £6.00 per head to provide the free CPD event for all Y&H members (2hrs CPD). JB to make arrangements with Cath and advertise through e-mail	JB
09.03		Twining letter to reply to – JS agreed to reply on behalf of Y&H region	JS
09.04		JS advised that the curriculum is due to change from the universities providing an opportunity to follow the specialist route in the last year, this is due to the competency framework (fca, hse), discussion was held as to consultation, NW expressed concern that the LA had not been consulted, JS to follow up with Tony Lewis and report back	JS
09.05		KP advised that she was changing the expenses form to include whether you would like to be paid by BACS as some members felt this was beneficial	KP
10/07	Date of next meeting		
	Confirmed:	That the next meeting of the IMB will be on Thursday 22 Nov at 17:30 (refreshments) 18:00 meeting, Venue TBC in Kirklees	

	<p>area</p> <p>Signed: _____</p> <p>(Chairman)</p>	<p>Action</p>
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