

Appendix 1

C&I SIG Report for 2008/9

Introduction

This has been another successful year for the C and I SIG. Membership has increased substantially from 509 at the start of 2008 to approximately 650 in September 2009. A set of ambitious objectives was set out in the 2009 Business Plan and most of these have either been achieved or are on course to be achieved. We have however decided to reduce the number of regional meetings from 4 per annum to 2 in the first instance due to time pressures on the members of the management board. CPD opportunities and seminars however remain as planned. Financially we remain in a satisfactory position.

CPD Hours for 2008/9

An indication of the C&I SIG's CPD hours from 1 October 2008 – 30 September 2009 is attached.

Highlights of 2008/9

This year the C&I Special Interest Group has

- Produced and circulated 11 editions of "Signal Times" monthly newsletter to all members on e-mail (currently 520).
- Produced and mailed on hard copy one special edition of the journal to all members worldwide (650)
- Organised two very successful seminars in Autumn 2008 and Spring 2009: "EH out of the Office" and "Your Career in Environmental Health"
- Provided a well-attended Xmas Seminar on Friday 12th December followed by a networking lunch
- Launched an innovative evening "Networking Session" meeting in London on Tuesday 7th July that generated an encouraging response from members
- Held a well-attended Annual Members Meeting on Sunday 20th September in Nottingham. This was followed by a special lunch commemorating the 40th Anniversary of the formation of the CIEH Commercial & Industrial Group, attended by CIEH guests with the toast provided by the President: Stephen Battersby
- Continued to develop the website in conjunction with staff at the CIEH

2009/2010

Planned activity for next year is as follows:-

Events

1. Two Seminars – Spring & Autumn
2. Annual Members Meeting & Lunch
3. Xmas Seminar & Lunch
4. 2 x Regional Members' Meetings - Bristol and one other.

Membership Support

1. Monthly "Signal Times" newsletter on e-mail
2. Maintaining communication, information, news etc to all members via e-mail and handling feedback
3. Development of the website to reflect members' wishes – shared experience, updates on legislation, interactive, opportunities for networking,
4. Production of a modified version of the newsletter each month to suit website application
5. Assistance to EH student members with placements (if possible) and help with ELP's

Other Activity

1. Ongoing liaison with CIEH and other organisations. Assistance where required in technical areas and where feedback from the commercial & independent sector is required
2. Contributions to EHN and EHP where requested
3. Continuing membership of CIEH Boards & Committees – Resources, PDB and Education
4. Development of income generation opportunities
5. Providing liaison to Regions with provision of speakers to seminars and placement of SIG reps on regional management boards.

Finances

Finances have remained good throughout the year. We ended FY2008 with a surplus of £4000, which equates to an approximate 3 month spend for the Group. We consider this to be sensible provision. The main expenditure of the SIG is on payments to the Executive Officer, Management Board Costs and the running of the Annual Members Meeting in September. Seminars and regional meetings are either self funding or at a low cost to the SIG

We are managing our expenditure in a satisfactory manner and anticipate not having to draw down all of the allocation for FY2009, partly due to a reduction in the number of planned regional meetings. It is our intention to carry over a similar surplus to that of 2008.

Who's who / More information

The Chairman of the C and I SIG is Chris Purslow and the Treasurer is Mike Bailey. Our Executive Officer is Peter Bird. Further information about the Commercial & Independent Special Interest Group, including contact details for the Executive Officer, is available on our website: <http://www.cieh.org/commercialindependent>

CPD Hours for 2008/9 (1st October 2008 to 30th September 2009)

<u>Date</u>	<u>S.I.G</u>	<u>Event</u>	<u>Duration (core hrs)</u>	<u>Duration (supp hrs)</u>	<u>Attendance (members)</u>	<u>CPD hrs</u>
14/10/08	C&I	EH Out of the Office - Seminar	5		33	165
12/12/08	C&I MB	MB Mtg	1		10	10
12/12/08	C&I	Xmas Seminar & Lunch	3		35	105
12/02/09	C&I MB	MB Mtg	3		10	30
13/05/09	C&I	Your Career in EH Seminar	5		35	175
07/07/09	C&I MB	MB Mtg	3		10	30
07/07/09	C&I	Evening Networking Mtg	3		14	42
20/09/09	C&I	AMM & Lunch	3		34	102
20/09/09	C&I MB	MB Mtg	1		10	10
TOTAL			27		191	669