

Minutes

Meeting of Nottinghamshire Branch Executive

8 March 2011

Newark and Sherwood District Council
Kelham Hall
Newark
Nottinghamshire NG23 5QX

Present

Lisa Cobb	Chair / Secretary Newark & Sherwood DC
Rosemary Herrett	Treasurer Ashfield District Council
Kevin Nealon	Gedling Borough Council
Hannah Bigden	Bassetlaw District Council
Phil Scotney	Rushcliffe Borough Council
Una Colgan	Mansfield District Council
Jennie Lawson	Commercial Rep
Emma Randall	Student Rep

In attendance

As above

		Action
1/13	<p>Apologies</p> <p>Received: Patricia Hodgkinson Irene Kurlak</p>	
2/13	<p>Welcome</p> <p>Received: All present welcomed by the acting Chair Introductions made as new branch executive following AGM</p>	
3/13	<p>Declaration of interest</p> <p>Noted: No declarations of interest made</p>	
4/13	<p>Minutes of Branch meeting held on 15 September 2010</p> <p>Received: The minutes of the meeting were circulated</p> <p>Agreed: As a correct record</p>	
5/13	<p>Correspondence</p> <p>Noted: At Council in December 2010, Trustees agreed a delegated authority for branches, regions and SIGs. The details for this can be found on the regional resources page of the website. This will be reviewed during the year.</p> <p>Discussed: Steve Bidwell had requested information from branches within the East Midlands in order to complete an Environmental Impact Assessment. Branch discussed ways in which we could operate in a 'greener' way. LC to complete form detailing branch activity, impact and mitigation for next RMB.</p>	LC
6/13	<p>Students</p> <p>Noted: It was noted that students needed to be high on the agenda and that the branch should offer all it can to help students. This was important at all levels of CIEH and the current situation in the public sector wasn't helping with lack of placements, particularly paid placements. LC proposed Emma Randall to join the exec group as Student Rep in order to improve links between the branch and local students. Emma is currently studying at NTU.</p> <p>Discussed how we could help with regards to offering short term placements in particular areas.</p> <p>Agreed: All agreed to look into what could be offered and look at setting up a dictionary of help available across Nottinghamshire. It was noted that this needed to be properly managed in order to ensure both the student and authority derived benefit.</p> <p>Emma Randall as student rep seconded by Hannah Bigden.</p>	ALL

		Action
7/13	<p>Regional Update</p> <p>Noted: Two regional meetings have been held since the last Branch meeting – 9 November 2010 and 24 January 2011. Verbal updates were provided by the secretary:-</p> <ul style="list-style-type: none"> • Members Forum was held after the 5+1 event on 3rd March. Trustee reports from John Freear, Andy Statham and Steve Bidwell were presented. • Treasurer, Roy Smart, reported that there is a current balance of £6718. • Treasurer and Secretary posts are soon to become vacant and volunteers are being sought as replacements. 	
8/13	<p>Tony Turton Award</p> <p>Received: Report from Secretary</p> <p>Noted: The 2010 winner of the Tony Turton Award was Katherine Bate. Katherine was unable to attend the AGM but Jennifer Lawson, a previous winner accepted an invite to attend the AGM and accept a certificate and book token on behalf of Katherine. The moment was captured and published in EHN.</p>	
9/13	<p>Future AGM</p> <p>Received: Report from Secretary</p> <p>Noted: The second joint Derbyshire/Nottinghamshire AGM was held on the 12th January 2011 at NTU Brackenhurst campus. The AGM was well attended and after the business meeting, a tour of the campus took place. Feedback was well received.</p> <p>The 2012 AGM has been provisionally booked for 12th January at North East Derbyshire DC (based in Chesterfield). This will be another joint venture with Derbyshire branch.</p>	
10/13	<p>Training Events</p> <p>Received: Report from Secretary</p> <p>Noted: NAPIT Electrical Safety in Commercial Premises has been booked for 11th April at Newark and Sherwood District Council. The branch is able to offer this at very low cost, at just £10 for CIEH members and £20 for non-members. It was proposed that two free places be available to students.</p>	

		Discussion ensued on providing any other low cost / free training. Staythorpe Power Station and British Sugar factories in Newark were mentioned, as was a potential interest visit to East Midlands airport. LC to make further enquiries. JL to provide contact details for NW Leics.	Action
		Keen interest to offer an interest visit to a brewery. RH to make further enquiries.	LC JH
		It was noted that students had failed to attend previous 5+1 events after being offered a free place.	RH
		Discussed ELP workshop which is currently being organised jointly with Derbyshire branch. Provisional date of 20 th April, venue Newark & Sherwood District Council. More info to follow	LC
	Agreed:	Two or three training events to be organised.	LC RH
		Re students not attending funded training places, it was accepted this may be due to illness but we need to put a system in place whereby if a student can no longer attend, every effort is made so that another can go in their place. Should a student fail to attend without notification, priority will be given to other students requesting places.	
11/13	Newsletter		
	Received:	Report from Secretary	
	Noted:	There has been no newsletter for some time and it was agreed that one should be issued, particularly with the changes following the AGM in order to introduce new rep's.	
	Agreed:	Agreed to include any recent interesting events. JL and HB agreed to put together a newsletter end March/early April. LC would provide info on recent cockerel seizure. All to consider other interesting articles and forward to JL/HB asap. All happy to continue with name of 'Institute Informer'. JL/HB thanked for work on previous issues.	JL/HB ALL
12/13	Meeting dates for 2011		
	Received:	Report from Secretary	
	Noted:	It was noted that not all branch execs wished to travel to Newark for meetings and therefore other venues were requested. Both Gedling and Broxtowe agreed to host. Confirmed dates are:	
		Tuesday 7 th June	Gedling
		Thursday 8 th September	Newark or Broxtowe
		Tuesday 13 th December	Gedling
		Thursday 12 January 2012	NW Derbyshire (AGM)
			ALL

		Action
13/13	Any Other Business	
	Received: Report from Rosemary Herrett	
	Noted: Members at Ashfield had queried EHRB registered EHO's were still claiming to be student members and therefore receiving free membership. Members at Ashfield had asked where their free mugs were?	
	Agreed: LC to contact Membership Department and make further enquiries re EHRB/student members.	LC
	LC to raise issue of mugs at next Regional meeting	LC
	Received: Request from Emma Randall, student rep, for contact details for branch exec.	
	Agreed: All agreed and LC to forward details.	LC
	Received: Report from Rosemary Herrett	
	Noted: Barbara Ward, previous treasurer, had passed all details onto Rosemary who is the new treasure following the Jan AGM. However, Rosemary struggling to change details with bank. Rosemary to contact CIEH to request further support.	RH
	Received: Notification from Sian Buckley	
	Noted: Sian Buckley requested that details be passed on regarding a reunion of any environmental health students that have attended Nottingham Trent. This is to be held in the Newton Building of NTU on 21 st June at 6pm. Cost £10	
	Signed: (Chairman)	
	Dated: _____	

Attached:

Item 13/13

March update:

Response from CIEH Membership office on 14/3/11 in relation to query of EHRB registered officers claiming student membership:

"Thank you for your email. I don't think we've really had an 'issue' with this before. The Education unit supplies a list of all students who qualify to the Membership dept. They are upgraded and contacted to notify them. They are sent a letter of confirmation and a pro-rata invoice (if appropriate, depending on the time of the year). I'm not sure how they can fall through the net, but I am sure it has happened. I would be very happy for you to send me any info you have, and I shall investigate further."