



**London
Region**

**CHARTERED INSTITUTE OF
ENVIRONMENTAL HEALTH**

LONDON REGION

BUSINESS PLAN – 2009

LONDON REGION BUSINESS PLAN – 2009

INTRODUCTION

Following the Centre and Branch review the recommendations of which were approved at the Chartered Institute of Environmental Health's (CIEH) Annual General Meeting in July 2005, the CIEH Centres were incorporated into a new regional structure as of January 2006.

There are eleven regions including, Wales, Northern Ireland and London. The regions relate to the Government English Regions. The new CIEH regional structure also encompasses Special Interest Groups (SIG's) including, Port Health, Commercial and Independent, International, and possibly Public Health. Each member of the CIEH is allocated to the Region of their choice or SIG. Members may join an additional SIG on payment of additional fees.

The CIEH's Regional structure went "live on 1st January 2008

The London Region covers the same geographical area as

1. The former Greater London Centre, which it replaced
2. The London Assembly
3. London Councils (formally the Association of London Government)
4. The Government Office for London.

It is probably the largest Region with respect to membership within the CIEH currently having approximately 1313 members (as at 29th August 2008) in the corporate, graduate, associate, affiliate, student, retired and non-working member categories.

In addition, all members of the CIEH, resident, based or working overseas are automatically assigned to the London Region in respect of membership matters.

The London Region operates as a single entity and does not have any Branches at this time.

A breakdown of the membership of the London Region by membership category appears below:

LONDON REGION MEMBERSHIP BY CATEGORY

Category	Grade	Qty	CPD hours
UK			
Working	Associate	45	
	Accredited Associate		
	Member	4	10
	Fellow	13	20
	Graduate	96	20
	Voting Member	659	20
Non-Working/Unwaged	Non Working Graduate	3	20
	Non Working Member	23	20
	Non Working Associate	2	20
Retired	Retired Associate	3	
	Retired Fellow	3	
	Retired Member	33	
	Retired Graduate	1	
Paid/Life Members	50 Year Member	20	
	60 Year Member	2	
	Paid Life Fellow	4	
	Paid Life Member	24	
Students	Accredited Students (FOC)	315	
	Paying Students	3	
OVERSEAS			
Working	Overseas Associate	17	
	Overseas Graduate	5	20
	Overseas Member	18	20
	International Graduate	1	

Non-Working/Unwaged

Overseas N/W Voting Member	11	20
Overseas N/W Graduate	1	20

Retired

Overseas Retired Fellow	2
Overseas Retired Voting Member	3
Overseas Retired Associate	2

1313

The Management Board and the Members have determined that its sub-structure of choice for the Region will be by the operation of Study Groups. These provide the day-to-day professional, technical and educational support to its members.

VISION STATEMENT OF THE LONDON REGION

The Vision of the London Region is to be the leader in Environmental Health within London.

This will be achieved by the support of excellent environmental health practice, the professional commitment of our members and the active involvement of our Regional partners.

The London Region Management Board (LRMB) will aspire to deliver this vision to the members of the London Region by meeting the objectives it has identified and set and which are described below.

KEY OBJECTIVES OF THE LONDON REGION – 2009

The London Region's Key Objectives for the coming year, 2009 and its primary purpose is to better meet the needs of the members within the London Boroughs area through:

- Providing opportunities to meet members' needs on a local/regional level
- Providing value for money training and CPD development opportunities

- Providing networking opportunities to share best and innovative practice
- Provide a communications pathway via the London Regions Trustee's to CIEH top management, the CIEH Council, its governing boards and Sub-Committees
- Providing communication pathways between local and national activities / policies / agencies
- To maintain strong links with the overseas organisations with whom the London Region is "twinned", to promote the exchange of information and to freely offer support and assistance to our fellow environmental health colleagues
- Maintaining regular contact with members and to provide information by electronic means and postal services
- To encourage new membership and lapsed members to rejoin the CIEH by extolling the advantages of belonging to environmental health's premier professional organisation and by pursuing an active recruitment strategy.

KEY OBJECTIVES 2010 and BEYOND

The key objectives of the LRMB and the challenge it faces now and in the next few years is to re-engage the membership, increase the number of members and stimulate interest in and support for the Study Groups and the CIEH. It will aim to achieve this by continuing to provide low cost / no cost training and other events and contribute to the professional development of the members working within London.

The LRMB is very aware of a general apathy of members in London to the role and purpose of the London Region and apparently towards the CIEH in general. This appears to have existed for some years and it is doubted that the "regionalisation" of the membership management structure will affect any significant change. The "same old faces syndrome" is very evident.

The reasons for this are well understood:

The Region covers a large geographical area and with virtually all meetings and events being held at Chadwick Court this makes them unattractive for members located in the outer London Boroughs.

The unreliability of London's transport system also dissuades members from attending meetings and events, in particular in the evenings after work, when most members just want to get the evening commute over with as quickly as possible

Study Group activity has at times been intermittent with some study groups more active than others. This is due to a large part to the pressure that staff in London work under with less and less time available to the Study Group officers to scout for interesting speakers, organise meetings and maintain communications members.

It may be purely apocryphal but the impression has existed for some years that somehow it is easier for members who work outside London to become involved with and attend CIEH Region and Branch meetings and events during work time due to a more relaxed attitude of managers to staff taking the time from their usual working day.

With clear evidence that the economic downturn has begun to bite even at the CIEH, the LRMB anticipates that further CIEH budget constraints in 2009 and probably beyond in relation to the financial support it is prepared to give to the Regions and SIG's will limit even more the ability of the London Region to offer a full programme of low cost / no-cost training and CPD.

Unfortunately there is a recognised lack of support and encouragement from some Heads of Service and Senior Managers, of the London Boroughs who may not be EHP's and are reluctant to allow staff to attend meetings and events held during normal working hours unless they book leave. This seems to indicate a lack of appreciation by Head's of Service and Senior Management of the importance of CPD in promoting staff development and skills acquisition.

The Chief Executive undertook to investigate this issue some years ago when it first became evident but if he did so, the results have been disappointing.

RESOURCES

The London Region has access to the following Resources:

- The level of knowledge and experience of its Membership. In specific areas of work this is probably unique and unmatched by any other Region
- Personnel – the elected officers of the Management Board and its other appointees undertake the duties assigned to them on a voluntary unpaid basis. This also applies to the Chairs and Secretaries of the London Region Study Groups.

The London Region Policy Officer and Co-ordinator of ALEHM are Ex-Officio members of the LRMB and they receive remuneration as direct employees of the CIEH and ALEHM respectively. They receive no payment as a result of their membership of the LRMB.

In 2008 the LRMB successfully bid for funding to recruit and appoint an Executive Officer (EO). Similar paid administrative support features in the management structure of a number of other Regions and SIG's. The initial primary task of the EO appointed to assist the LRMB would be to update the membership email database to improve communications with the membership. This would significantly contribute to the efficient operation of the London Region to the overall benefit of its members.

Despite extensive advertising and a generous remuneration including the ability to receive a performance related bonus for the speedy completion of the project, no applications have been received and the post is currently still vacant.

However, a possible candidate has now made enquiries about this post and an interview has been arranged for early September 2008.

- Contracted Administrative Services from the CIEH
(Address Labels for Newsletter distribution to London Members)
- Equipment – 1 x HP Laptop PC / 1 x HP Laser Printer / 1 x Laptop Backpack currently held and used by the Assistant Secretary
- Financial Reserves carried forward (see Budget Analysis)
- Any Resources obtainable through the CIEH centrally, (eg use of meeting rooms at Chadwick Court) the London Region Policy Officer and / or ALEHM
- Funding obtained through partnerships, grants and sponsorship

CONSULTATION WITH MEMBERS

The London Region's programme of events and training / CPD opportunities has been prepared in light of the response to the issues and requirements identified by Members of the London Region in the CIEH Membership Survey conducted in February 2006, the results of previous surveys carried out by the former Greater London Centre / ALEHM and the results of the London Region Members Forums held in 2007 and in 2008. The provision of no cost / low cost training and

lobbying were identified from the surveys as key issues for members in the London Region.

The Draft London Region Business Plan has been circulated to members for comment and suggestions via the London Region Study Groups and it was posted on the London Region web pages of the main CIEH web site.

In addition, the Notice of the Members Forum and Annual General Meeting of the London Region, which was circulated to members by email, also indicated the Draft Business Plan could be accessed via the London Region web pages.

At the London Region AGM / Members Forum held on the 22nd May 2008, the First Draft of the London Region Business Plan – 2009 was ratified and the Management Board mandated to deliver the work programme / activities it describes

MONITORING OF KEY PERFORMANCE INDICATORS

The LRMB will regularly monitor the delivery of the Activities, Work Programme and other objectives set out in the Business Plan and report progress at the Annual General Meeting of the London Region and at other Members Forums held during its year of office.

Business Plan Performance will be a standing item on the Agenda of LRMB Meetings and Study Groups will be required to report their activities on a regular basis either by being represented at the meeting or by the submission of a written report.

In addition the Secretary of the LRMB has asked to be copied into all emails circulated to the members of the respective Study Groups so he can be kept informed of the activities and meetings that have been arranged.

The Region Treasurer is required to report on the Regions financial performance at each Board meeting. This enables potential over and underspends to be identified at an early stage.

Should monitoring of the Business Plan KPI's identify any problems or failures in the delivery of the Business Plan objectives, the LRMB shall have the option to initiate a remedial action plan or take any other necessary steps to ensure service to the members is not compromised

Members will be able to monitor progress in delivering the Business Plan objectives by accessing the Minutes of the LRMB Meetings, which are posted on the London Region web pages on the main CIEH website.

**LONDON REGION BUSINESS PLAN – 2008
MONITORING REPORT ON THE LONDON REGION'S PERFORMANCE
AGAINST THE WORK PROGRAMME AND ACTIVITIES TO BE DELIVERED
IN 2008**

The LRMB was unable to deliver the complete program of activities, training opportunities for CPD and other services to members which were set out in its Business Plan – 2008.

The reasons for this are various but primarily this was due to a need to make at relatively short notice substantial savings from its original budget to meet a shortfall in the overall funding to the Regions and SIG's available from the CIEH.

The perceived change in direction of the CIEH resulting in Regions and SIG's being required to become to some extent self financing resulted in a loss of motivation and morale among the volunteers who give freely of their time to keep the Region and Study Groups going.

There were also delays in organising and delivering the programme due to the resignation or unavailability of a number of Study Group Chairs and Secretaries resulting from a number of changes which took place professionally and personally. These included changes of employer resulting in no time being available, maternity leave, disillusionment as a result of falling numbers of members attending meetings, pressure from employers that no time should be spent at work on CIEH matters to cite examples.

Progress achieved so far (as at September 2008) in delivering the London Region Business Plan - 2008 programme is shown in the table which follows:

AREA OF ACTIVITY	WORK PROGRAMME / ACTIVITIES	PERFORMANCE AGAINST 2008 BUSINESS PLAN OUTTURNS
<p style="text-align: center;">London Region Management Board</p>	<p style="text-align: center;">Meetings of the LRMB to be held at least quarterly, in February, April, June, September & November during the year</p> <p style="text-align: center;">Annual General Meeting / Elections / Members Forum to the LRMB to be held annually – April / May</p> <p style="text-align: center;">Additional Members Forums to be convened as required</p> <p style="text-align: center;">Work to overhaul / update LR Membership data base to be carried out in conjunction with input from Membership Section CIEH</p> <p style="text-align: center;">London Scoping Exercise Environmental Health Directory for London</p>	<p style="text-align: center;">Achieved LRMB Meetings held in February, April, June and September 2008</p> <p style="text-align: center;">Further LRMB meetings to be held during 2008 to be arranged</p> <p style="text-align: center;">Achieved AGM / Members Forum held in May 2008 30 + Members attended</p> <p style="text-align: center;">Not Achieved Have been unable to recruit an Executive Officer to lead on this project. However candidate due to be interviewed early September 2008</p> <p style="text-align: center;">Partially Achieved Continuing work carried out by the London Region Policy Officer Funding allocated not yet applied</p>

<p style="text-align: center;">London Region Management Board (cont)</p>	<p style="text-align: center;">Organise and deliver two “skills based” low-cost training events to judge membership interest (20 delegates @ £50 each 12 delegates @ £75 each) 1190.00</p> <p style="text-align: center;">Sponsorship of three places at the New Professionals Conference to be offered to “New Professional” Members of the LR at no charge 1000.00</p> <p style="text-align: center;">Communication with London Region Members</p> <p style="text-align: center;">London Region Newsletter</p>	<p style="text-align: center;">Not Achieved No resources available to organise these courses</p> <p style="text-align: center;">Position will be reviewed during 2008. NOTE: CIEH appear to organised a series of similar courses completely independent of the London Region to be held in London for the London Membership</p> <p style="text-align: center;">Not Achieved Budget to cover the cost of these free places deleted as part of the saving the Region was required to make</p> <p style="text-align: center;">Minutes of all LRMB Meetings and Business Plan posted on LR website</p> <p style="text-align: center;">Notice of AGM / Members Forum Nomination Forms emailed to members and posted on w/s</p> <p style="text-align: center;">Emailed to Members August 2008</p>

<p align="center">Joint Regions Study Course</p>	<p align="center"> London Region Management Board input into the organisation and delivery of the Joint Regions Study Course in co-operation with the South-East Region Management Board </p> <p align="center"> Sponsorship of three places to be offered to Members of the LR at no charge 789.00 </p>	<p align="center"> Achieved Joint Regions Study Course held in April 2008. 50 delegates (mainly from the SE Region) </p> <p align="center"> £563 loss (shared with the SE Region) </p> <p align="center"> Not Achieved Budget to cover the cost of these free places deleted as part of the saving the Region was required to make </p>
<p align="center">International Interests</p>	<p align="center"> Maintenance an development of existing twinning relationships with the JAPHI and Atlanta General support for and involvement in the activities of the International Interests SIG </p> <p align="center"> Possible sponsorship for member of JAPHI to attend the 2008 IFEH Conference being held in Brisbane </p>	<p align="center"> Partially Achieved Communications with the JAPHI have been maintained and practical assistance in helping them to update their technical publications library has been delivered </p> <p align="center"> Partially Achieved Funding was identified and offered but this was eventually </p>

<p align="center">International Interests</p>	<p align="center">Organisation of meetings and a International Interests based CPD event during the year</p> <p align="center">Organisation of CPD event 1,000.00</p>	<p align="center">not taken up by the JAPHI Reasons not known</p> <p align="center">JAPHI have asked that this funding be held in reserve for other uses</p> <p align="center">Not Achieved Lack of available resources within the LRMB to organise this event due to secondment to HSE and pressure of work</p>
<p align="center">London Food Study Group</p>	<p align="center">Meetings of the LRFSG to be held on themed subject including invited speakers from the FSA, industry, independent sector etc normally four to five a year</p> <p align="center">In addition at least one low cost / no cost CPD event organised during the year for up to 100 LR delegates, provision to be made for students to attend</p>	<p align="center">Partially Achieved Lack of resources within Study Group to organise meetings due to employment moves resulted in the start of the 2008 programme being delayed</p> <p align="center">Joint CPD Event organised with Health and Safety Study Group and held in June 2008 50 + delegates at £30 each</p>

<p>London Food Study Group</p>	<p>Any unallocated places to be offered non-LR Members of the CIEH at cost</p>	<p>Further FSA sponsored course organised for October 2008 25 delegates at £30-40 each</p> <p>This course to be repeated if a demand is identified</p> <p>Further Joint Study Day being organised for November 2008</p> <p>New Joint Secretary appointed June 2008</p> <p>Chair / Joint Secretaries meeting in August 2008 to plan further training events</p>
<p>London Health and Safety Study Group</p>	<p>LHSSG seminars are held at least three times a year to update members on H&S topics, HSE project work and to give opportunity to benchmark and network</p>	<p>Partially Achieved</p> <p>Lack of resources within Study Group to organise meetings due to maternity leave and work pressure resulted in the start of the 2008 programme being delayed</p>

<p align="center">London Health and Safety Study Group</p>	<p align="center">In addition one low/no cost CPD event will be organised during the year providing at least 5 core hours of CPD for up to 50 delegates, provision to be made for students to attend.</p> <p align="center">Any unallocated places to be offered non-LR Members of the CIEH at cost</p>	<p align="center">Joint CPD Event organised with Health and Safety Study Group and held in June 2008 50 + delegates at £30 each (see above)</p> <p align="center">Pool & Plant Operators Certificate 1 Day course held in July 2008 30 delegates at £30 each</p> <p align="center">Further meetings of the Study Group are dependant on being able to recruit a Secretary to cover maternity leave (currently no volunteers)</p> <p align="center">Further Joint Study Day being organised for November 2008</p>
<p align="center">London Pollution Study Group</p>	<p align="center">Meetings of the LRPSG to be held on themed subject areas six times during the year – provisional dates January, March, May, July, September, November</p>	<p align="center">Achieved</p> <p align="center">Meetings in 2008 held in February, May, July and arranged for September and November (approximately every two months) covering a range of subjects</p>

<p>London Pollution Study Group</p>	<p>In addition one low cost / no cost CPD event will also be organised</p>	<p>March meeting cancelled due to the sudden unavailability of the speaker Usually well attended with 30 – 40 persons at each meeting</p> <p>Pollution Study Group AGM held in February 2008</p> <p>Still to be organised</p> <p>Current Chair and Secretary will be standing down during 2008</p>
<p>London Region Housing Study Group & CIEH / ALEHM Joint Regulatory Sub-Group</p>	<p>6 meetings of LRHSG to be held on themed subject including invited speakers from the CLG, industry, independent sector etc.</p> <p>In addition at least one low cost/no cost CPD event organised during the year.</p>	<p>Not Achieved The programme of meetings for 2008 was delayed due to the resignation of the Study Group Secretary and a lack of willing volunteers to take on the role</p>

<p>London Region Housing Study Group & CIEH / ALEHM Joint Regulatory Sub-Group</p>	<p>For up to 100 LR delegates, provision to be made for students to attend.</p> <p>Any unallocated places to be offered to non-LR Members of the CIEH at cost.</p> <p>5 meetings of regulatory sub-group to be held on themed subject – to include HMO licensing; the Rogers report; HHSRS</p>	<p>The loss of available accommodation at Chadwick Court in which to hold meetings while the ground floor was refurbished was also given also a factor</p> <p>Former Chair has now taken on the Secretary's role and a London Region Trustee has agreed to act as Chair temporarily</p> <p>First meeting for 2008 arranged for September</p> <p>On target to Achieve Meeting held in January, April, June with a further meeting to be organised for September 30 – 40 members / meeting</p>
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BUDGET 2009: LONDON REGION
(Estimated using 2007 Audited Accounts)

The London Region Budget showing the projected income and expenditure required to support the programme of activities shown in the included table appears on the two attached Excel Spreadsheets

NOTES TO THE BUDGET

1. The £2,000 payment to each Region and SIG received from the CIEH which last year was a component of the sum received as "core" funding which was paid in addition to the "per capita" sum appears to have "disappeared" from the 2009 budget. This £2,000 payment was totally separate from the former CHGL "bursary" which it is accepted was consolidated within the overall funding available and had to be bid for.
2. Please note that there was an error on the Summary page of the Budget template supplied to the London Region for completion. The "per capita" figure on the original showed a sum of £732 being received whereas this should have read £2732 (1366 members x £2). This has been corrected.
3. Study Groups each hold between four and six meetings a year, which provide at least 3 hours Core CPD per meeting. Average attendance is between 30 to 40 members per meeting
4. In addition, each Study Group has historically also been funded to organise and present one "major" all-day CPD event which provides at least 5 hours Core CPD.

These have always been offered at no cost to London members however low cost CPD days at which members have been asked to contribute approximately £30 - £35 each were trialled successfully during 2008 and provision has been made for increased income from this source in 2009; Lunch is provided. The events are usually over subscribed and average about 50 members per event. A number of places are specifically reserved for students and any not allocated to London Region members are offered to members from other Regions on an "at cost" basis.

4. Projected income shown in the budget includes net income from three low cost skills based training events and sponsorship from commercial organisations that from time to time make presentations at study group meetings

LONDON REGION BUSINESS PLAN 2009 – WORK PROGRAMME AND PLANNED EVENTS

AREA OF ACTIVITY	WORK PROGRAMME / ACTIVITIES	FINANCIAL RESOURCES ALLOCATED - £'s
<p align="center">London Region Management Board</p>	<p align="center">Meetings of the LRMB to be held at least quarterly, in February, April, June, September & November during the year</p> <p align="center">Annual General Meeting / Elections / Members Forum to the LRMB to be held annually – April / May</p> <p align="center">Additional Members Forums to be convened as required</p> <p align="center">Work to maintain/update as required LR Membership database to be carried out in conjunction with input from Membership Section CIEH</p> <p align="center">CIEH Road Show 25th November 2008 (To be met from Balances C/F?)</p>	<p align="center">Towards general running expenses of the LRMB, refreshments at AGM / Members Forums etc Approx: 2,000.00 in total</p> <p align="center">For continued employment of an Executive Officer to assist in the general administration of the LR, to take overall control of the Membership database, organise low-cost training courses 3,000.00</p> <p align="center">Additional work required to deliver scoping project if necessary</p> <p align="center">Cost of Venue – 15 Hatfields Funding to make up shortfall in cost of lunch Total – 250.00 200.00 CIEH contribution</p>

<p align="center">London Region Management Board (cont)</p>	<p align="center">Organise and deliver further "skills based" low-cost training events (3) (20 x 2 delegates @ £50 each 12 x 1 delegates @ £75 each) 2900.00</p> <p align="center">Determine how the London Region can best support its retired members and devise a programme of activities to meet their particular needs</p> <p align="center">Environmental Health in Disasters & Emergencies</p>	<p align="center">Sponsorship of three places at the New Professionals Conference to be offered to "New Professional" Members of the LR at no charge 1110.00</p> <p align="center">Resources required to deliver programme to be determined and included in overall funding bid Retired Members Lunch 250.00</p> <p align="center">Contribution towards the cost of a member of the London Region joining the Task Force (Peter Wright /Steve Cooper) 200.00</p>
<p align="center">Joint Regions Study Course 2009 (Assuming there is sufficient interest in this being organised again)</p>	<p align="center">London Region Management Board input into the organisation and delivery of the Joint Regions Study Course in co-operation with the South-East Region Management Board</p>	<p align="center">To underwrite the overall cost of organising the Study Course 500.00</p> <p align="center">Sponsorship of three places to Attend Joint Regions Study Course 800.00</p>
<p align="center">International Interests</p>	<p align="center">General support for and involvement in the activities of</p>	<p align="center">To support of International Activities further development of</p>

<p align="center">International Interests (cont)</p>	<p>the International Interests SIG</p> <p>Maintenance and development of existing twinning relationships with the JAPHI and Atlanta including further support to the JAPHI in their desire to be re-designated EHO's (deliver the action plan set out in the Memorandum of Understanding)</p> <p>Organisation of meetings and a International Interests based CPD event during the year</p>	<p>twinning arrangements with JAPHI / Atlanta 500.00</p> <p>Possible sponsorship for members of JAPHI to assist with costs associated with Commonwealth Fellowship Programme 500.00</p> <p>Contribution towards cost of a member of JAPHI to attend IFEH Conference – Singapore 2009 700</p>
<p align="center">London Food Study Group</p>	<p>Meetings of the LRFSG to be held on themed subject including invited speakers from the FSA, industry, independent sector etc normally four to five a year</p> <p>In addition at least one low cost / no cost CPD event organised during the year for up to 100 LR delegates, provision to be made for students to attend</p>	<p>To generally support the work of the LRFSG, expenses incurred in organising business meetings etc 750.00</p> <p>Organisation of CPD event 1,500.00</p>

<p align="center">London Food Study Group (Cont)</p>	<p align="center">Further development of Joint Study Group CPD Events</p> <p align="center">Any unallocated places to be to offered non-LR Members of the CIEH at cost</p>	<p align="center">Possible income stream of £30.00 per delegate to be charged</p> <p align="center">Say, Three Joint Study Group Low-Cost CPD Events during the Year?</p>
<p align="center">London Health and Safety Study Group</p>	<p>LHSSG seminars are held at least three times a year to update members on H&S topics, HSE project work and to give opportunity to bench mark and network with colleagues</p> <p align="center">Meetings booked for (Dates)</p> <p>In addition one low/no cost CPD event will be organised during the year providing at least 5 core hours of CPD for up to 50 delegates, provision to be made for students to attend.</p>	<p align="center">To generally support the work of the LRHSSG, expenses incurred in organising business meetings etc 750.00</p> <p align="center">Joint Study Group CPD Events (see above)</p> <p align="center">Possible income stream of £30.00 per delegate to be charged</p> <p align="center">Organisation of CPD event 1,500.00</p>

	<p>Any unallocated places to be to offered non-LR Members of the CIEH at cost</p>	
<p>London Pollution Study Group</p>	<p>Meetings of the LRPSG to be held on themed subject areas six times during the year – provisional dates January, March, May, July, September, November</p> <p>In addition one low cost CPD event will also be organised</p>	<p>To generally support the work of the LRPSG expenses incurred in organising business meetings etc 750.00</p> <p>Organisation of CPD event 1,500.00</p> <p>Possible income stream of £30.00 per delegate to be charged</p>
<p>London Region Housing Study Group & CIEH / ALEHM Joint Regulatory Sub-Group</p>	<p>6 meetings of LRHSG to be held on themed subject including invited speakers from the CLG, industry, independent sector etc.</p>	<p>To pay expenses incurred in organising business meetings. Guest speakers are invited to each meeting and their travel and other reasonable expenses need to be met (note- a fee is not offered).</p>

<p>London Region Housing Study Group & CIEH / ALEHM Joint Regulatory Sub-Group (Cont)</p>	<p>5 meetings of regulatory sub-group to be held on themed subject – to include HMO licensing; the Rogers report; HHSRS</p> <p>In addition at least one low cost/no cost CPD event organised during the year for up to 100 LR delegates.</p> <p>Provision to be made for students to attend. Any unallocated places to be offered to non-LR Members of the CIEH at cost.</p>	<p>Refreshments for approximately 30-40 attendees per meeting held at Chadwick Court 2,000.00</p> <p>Organisation of CPD event 1,500</p> <p>Possible income stream of £30.00 per delegate to be charged</p>
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