

**LONDON REGION MANAGEMENT BOARD**

**8<sup>th</sup> September 2008 (2.00pm)**

**HELD AT CHADWICK COURT - CIEH OFFICES**

**PRESENT:** Jenny Douse (JD) (in the Chair)  
Peter Brown (PB) (Trustee)  
Tim Bage (TBa) (Joint Regions Rep)  
Tony Bride (TB)  
Dave Crookenden (DC) (Joint Regions Rep)  
Steve Miller (SM) (President & Trustee)  
Peter Kemp (PK) (Secretary & Trustee)

**1. APOLOGIES**

Apologies received from Andrew Banfield, Keith Hill, Gerry McCarthy, Peter Carey, Nigel Watson and Rachel Walkowiak

**2. MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> JUNE 2008  
(Previously Circulated)**

The Minutes were agreed as a true and accurate record

**3. MATTERS ARISING (Not covered elsewhere on the Agenda)**

**Item 7 – Action Point / PK confirmed** that he had redrafted the Executive Office Job Description and Person Specification. He had also replied to Peter Wright informing him that the London Region had made its own arrangements regarding ELP training sessions and in this connection he had forwarded a copy of Peter Wright's original email to TP

**Item 10 – Action Point / PK confirmed** that he had sent KH contact information concerning the Forum representatives who attend its meetings on behalf of the C & I and Port Health SIG's

**Item 11 – Action Point / TP and PB** have spoken with Peter Snell concerning the London Region Housing Study Group and have discussed arranging the next meeting

**Item 13 – Action Point / PK confirmed** that he had prepared the comments of the London Region on the progress that had been made in delivering its 2008 Business Plan so far and he had presented these at the meeting of the Forum that he attended on the 24<sup>th</sup> July 2008

**4. SECRETARY'S UPDATE**

**PK reported** back to the Management Board on his attendance at the last meeting of the Forum held on 24<sup>th</sup> July 2008. This was the first meeting under the new Chairmanship of David Purchon, a former President of the CIEH.

Looking at the Notes of its previous meeting held on 15<sup>th</sup> April 2008 the Forum agreed that the circulation list needed to be broadened to include all Regional Secretaries and Treasurers so that action points could be properly followed up.

There was further discussion of the future of the Forum, its vision and the role it was created to carry out and the President of the CIEH, Steven Battersby who was in attendance agreed to prepare a paper looking at these issues.

The meeting then discussed briefly the employment of Executive Officers and how many were employed via CIEH contracts. It was thought that only 3 EO's were being employed by means of a contract and Peter Bird the EO of the C & I SIG said that he had never signed one. He was self-employed and "just did it".

It was confirmed that all EO's and any other persons employed by the Regions and SIG's should be employed using the standard CIEH contract template and this should have been circulated to the Regions. CIEH HR Department to be asked to circulate this again to Regions and SIG's.

The Forum then next received a presentation from Saira Bhatti, (**SB**) the Web Manager at the CIEH on the work being undertaken to update the Regional websites. She explained that the current Region web pages were unsatisfactory, they included a lot of out-of-date information and not organised in any sensible way. The technology behind them was also not very flexible.

With the likely increase in the amount of material that might be posted on the web pages and therefore potentially within the public domain, there was a need to think about how minutes, reports and document in general were written including ensuring that any sensitive material that should not be within the public domain was excluded. **SB** agreed to draft a guidance note on how material for posting on the web pages should be written.

She explained that in designing the new sites there would be a need to evaluate the on-line community and determine what it needed to function. The new Regional sites would contain links to the main CIEH website. The option to require members to log-in was being considered, as both a security measure and to enable members to access areas where information that was better not placed in the public domain could be stored.

The onus was on the Regions and SIG's to communicate with their members and items for posting on their respective web pages should be forwarded by email to Maria Chironi (Information and Content Editor) who will arrange for them to be loaded.

**SB** concluded her presentation by confirming that she would be happy to receive any suggestions on ways the web pages could be improved.

**PK** said that the main item on the agenda was the report back by members of the Forum on what had gone well in their respective Regions and SIG's, progress so far in delivering their 2008 Business Plan and the problems the Regions and SIG's were facing in 2008 and beyond. Each Region / SIG representative spoke to this item in turn and for the London Region, PK reported the following matters which he had circulated to the LRMB before the meeting of the Forum:

- Strengthened our partnership working and communications with both ALEHM and the London Region Policy Officer
- In conjunction with the SE Region, organised and delivered the Joint Regions Study course in April 2008. Although a relatively small number of delegates attended the study course there were sufficient for the study course to be held. I understand that lack of interest / support resulted in similar courses planned by other CIEH Regions having to be abandoned. Although the course was run at a small loss, this was containable within the London Regions budget and did in fact allow for surplus funds originally earmarked to underwrite a larger deficit, to be applied to the Region other activities

- Set up better lines of communication with the London Student Development Officer, Kath Lewis so that the LRMB was better placed to ensure the needs of its student members were properly appreciated and met. Kath Lewis accepted an invitation to attend the February meeting of the LRMB when she updated us on a range of student issues in London including the situation regarding placements.
- Held a successful Joint London Region Food and Health and Safety Study Group CPD Event on 20<sup>th</sup> June which covered a range of topical food and health and safety issues. Up to 7 hours Core CPD. Well attended with over 50 delegates. A landmark event as this was the first to be organised where delegates were asked to make reasonable contribution to the cost of staging the event (£30.00 per delegate).
- The LRMB in building its relationship with the Jamaican Association of Public Health Inspectors, (JAPHI) with which it is twinned, arranged significant financial support from both the Regions budget and also in the form of private contributions, in order a member of the JAPHI would be able to attend the 2008 Annual Conference of the International Federation for Environmental Health which was held in May in Brisbane, Australia.

Despite our best efforts, no representative from the JAPHI attended and we are still trying to ascertain what problems arose which resulted in our financial support not being utilised. The JAPHI has asked the Management Board to set aside and reserve the funding it would have contributed to enable attendance at the IFEH Conference and for it to be used to support other activities of the JAPHI in due course.

*b) A progress report on activities*

The LRMB had met four times since January 2008. In addition it held its AGM / Members Forum / Elections to the Management Board in May 2008 at which the membership agreed the Draft London Region Business Plan – 2009 although at this stage it was very much in outline form.

The Region advertised for an Executive Officer to take responsibility for a project to update the London Region Membership database and to a lesser extent provide additional support to the elected officers of the Region, however despite what was considered to be a reasonably generous remuneration for the duties involved which included an attractive performance related bonus for delivering the project on time, not one enquiry or expression of interest has been forthcoming.

In conjunction with the SE Region organised and delivered the Joint Regions Study Course in April 2008.

Established up better lines of communication with the London Student Development Officer, Kath Lewis so that the London Region Management Board was better placed to ensure the needs of its student members were properly appreciated and met. Kath Lewis accepted an invitation to attend the February meeting of the LRMB when she updated us on a range of student issues in London including the situation regarding placements

The London Region Study Groups were active with regular meetings of the Pollution and the HMO Regulatory Sub-Group being held. The programme of meetings of the London Region Food and Health and Safety Study Groups commenced later into 2008 than normal as replacement for Chairs and Secretaries had to be found to take account of availability due to changes in employer and maternity. Meetings however resumed in June with an excellent joint Study Group CPD Event which was well attended.

Further work in preparing the Draft London Region Business Plan was undertaken by the Management Board.

Representatives of the LRMB, attended meetings of the Forum, representing the London Region and the twice yearly Region, Branch and SIG's Secretaries and Treasurers meetings, the first of which was held in April.

The three London Region Trustees attended meetings of the CIEH Council and the various Boards and Committee's on which they sit and they delivered regular briefing reports back at subsequent meetings of the Management Board

The London Region Membership Officer circulated via email, notice of the London Region AGM and details of the Executive Officer vacancy to all members of the London Region. This may appear a rather trivial matter to report but having regard to our previous significant problems concerning the accuracy of the membership database and using email to communicate with members, it was achieved with considerably fewer "bounce-backs" being received, due in no small part to the efforts made by the Membership Officer to "clean" the database email address book of incorrect entries.

A London Region Members Newsletter is in the final stages of being drafted and will be circulated to members shortly via email and will be posted on the London Region.

The Management Board has worked closely with the London Region Policy Officer to ensure that, Minutes of Meetings, Election and Nomination information and any other information of interest to London Region members is available to them by ensuring it is loaded onto the London Region website in a timely manner.

The Region Secretary has had several discussions with the Membership Support Officer concerning the problems faced by the London Region in organising the personal skills based low-cost training programme. These include, in the absence of any applicants to fulfil the role of Executive Officer, a person willing to undertake the administrative and financial workload associated with organising these courses and the fact that the majority of the subject areas are covered within members own employers internal staff development programmes where similar courses can be undertaken at no cost. The CIEH has now taken it upon itself to organise several of these courses without further reference to the London Region and it wrote individual letters to a large number of the London membership which detailed course dates etc.

This is something that LRMB could not afford to do. The CIEH, in deciding to organise this low cost training itself has potentially removed, at least in part, one of the few income streams available to the London Region that the Director of Finance was concerned we should develop to ensure our budget was sustainable

The LRMB has not yet had an opportunity to address the issue to encouraging lapsed members back into membership of the CIEH but intends to consider this matter at its next Board meeting in September

*c) Some indication of their intentions in future years*

The future activities of the London Region will depend almost exclusively on the level of funding the CIEH will be able to earmark to support the Regions and SIG's. The current downturn in the economy has already impacted on the income levels being received by Chadwick House Group Limited (CHGL) from which the CIEH draws its funding via Gift Aid and it is well established that in difficult economic times, training and the funding of staff to attend conferences, seminars etc are some of the first casualties.

The London Region will make every effort to continue its policy of offering no-cost technical training via its study groups. It will probably develop more joint study group CPD events for

which a small charge may have to be made. However the reaction of members and in particular, a number of the volunteers who act as Chairs and Secretaries of the groups has been very critical of perceived imposition by the CIEH of policies to transform what is meant to be a membership support organisation into an income generator. If the goodwill of the small number of members willing to take on these responsibilities is lost then the future of the Region and the Study groups is somewhat bleak.

The London Region be further developing its links with its twin organisation, the JAPHI and will discussing the possibility of members of the JAPHI applying for places on the Commonwealth Professional Fellowship programme.

The London Region, subject to funding being available will aim to improve the level of support it offers to its Student, Retired and Overseas members.

*d) Draft Business Plan for 2009 if possible*

The first draft of the London Region Business Plan – 2009 was submitted as a separate document

After the representative of each Region and SIG had reported, the meeting discussed the areas of commonality and also those where there was inconsistency in the way they were tackling the issues. An opinion was put forward that being an EHP was becoming more of a job than a vocation. Members were less willing to use their own time / money to attend meetings or become involved with the CIEH. Some members had said that they felt pressured by employers not to take time out to attend meetings and study groups and that they could not afford the time from carrying out their normal duties.

The meeting noted that whilst there have been many successes, that Regions and SIG's were trying to use the money that had been allocated to them, some common problems were identified, including: Rejuvenation of Branches, Getting younger members involved with Management Boards or indeed at all, Increasing member engagement including older and retired members, Difficulty attracting attendees to event, Travel time/cost for Regional events, It was agree that there was a need to show the membership that they were valued!

The Forum meeting was then joined by the Chief Executive, Graham Jukes (**GJ**) who spoke to a paper he produced and circulated which set out his thoughts on the further development of the Regions and his vision for the future. This paper, he explained had resulted from discussions held at the last meeting of the Forum in April.

Initially commenting on a number of the points raised earlier in the meeting, GJ said that he thought that a certain measure of inconsistency in the way problems were tackled was not always a bad thing. One value of the Forum was that in many ways its views were more representative than that obtained from the twice yearly Secretaries and Treasurers meetings.

In speaking to his paper, GJ said that it encapsulated the top five bullets points which Council had used to set the framework in 2002 of what was to be achieved by 2012 which was now only 4 years away. Looking at each turn:

1. CRM Project. A new Communications Manager was now in post. The CRM project would deliver better policy platforms so that members would be better informed
2. Major support mechanisms would be provided for members and the Regions had a major role to play
3. An idea of where GJ would like to Regions to go. In future major resource planning will be devolved to the Governments Regional Offices. The CIEH's regional structure should now allow environmental health to become involved in the process however it develops in the future

4. The new conference facilities at Chadwick Court will contribute significantly to the financial security of the CIEH. There was a need to diversify as the CIEH can't just rely on CHGL to provide its only source of income. The regional business plans needed to reflect the services we provide to our members and ensure that they are sustainable over the longer term
5. The Regions and SIG's have an important role to play in providing information that can be shared

There were difficulties in moving from where we came from to where we want to be. We can no longer rely on the resources begged, borrowed or stolen from local authority support. Local authorities did not necessarily recognise the diverse structures in which members now worked. Trustees needed to better reflect what is going on in the Regions and in turn ensure that they deliver full feedback from Council and the Boards and Committee's. In turn the Regions and SIG's needed to understand that there were now undertaking a different role from that played by the old Centre's.

GJ said we needed to reflect on where we were now; we were two and a half years into the process that created the regional structure and were just approaching the second business planning round. It was very much up to the Regions and SIG's to decide how they sit in the future. They should continue to be the first point of contact for member support.

With the proposed changes in local government and how its services would be provided in the future, GJ said that the CIEH was a key player in the 3<sup>rd</sup> Sector delivery mechanism as we have all the credentials required.

Brief comments were made in response to GJ's presentation. It was thought that engagement with members could be further complicated with the move to create more unitary authorities. The state of the current website was also raised, in that it was pointless in having a message if one couldn't get it to members. The meeting thought that guidelines were required on how to engage with the Government's Regional Offices. A number of Regions expressed the desire that the Business Planning process move towards three year plans based on a secure financial position. Short, Medium and Long Term route maps for the Regions and SIG's could be prepared using the Business Planning process.

The idea of where the Region / SIG would be in the next three year was useful for forward planning but of little use if the CIEH is unable to guarantee the year on year financial support.

The Forum then move on to consider and discuss the Common Templates for preparing the 2009 Business Plan budgets prepared by the Director of Finance, Milan Grubnic who introduced and spoke to this item. This was taken with the next item, reviewing the draft business plans that had been submitted to the Forum

He demonstrated how the data from the Regions / SIG's should be inputted and how the totals under each budget head were automatically calculated. A number of fields on the spreadsheets were password protected to prevent errors.

In reviewing the draft Business Plans, the Chairman commented that a number of them were far too long. He particularly criticised the LRBP as being far too long containing information that would not be read. I pointed out to him that I had followed the template and included all the information that John Tiffany and John Freear had required last year

There were long discussions on the collection of financial data and the information that would be required to justify the level of funding being sought by the Regions / SIG's.

It was agreed that plans should be limited to 5 to 6 pages as per the guidance document.

It was agreed that the business plan guidance would be re-circulated to Regional secretaries/treasurers & SIGs with the notes of the meeting. There was general agreement that the guidance and templates formed the basis for assessing the 2009 business plans at the September meeting.

It was noted that activities of members should include activities up to and including 31 December 2008.

There was a concern from regions that some branches were inactive and will be unable to provide accurate figures. Milan Grubnic confirmed that it was acceptable for the activity of the region to be put in the central column on the spreadsheet. This will cover the result of all activities of each branch. Milan Grubnic reiterated the importance of Regions showing and explaining where high levels of income came from.

The Forum agreed that all Regions and SIGs would submit their 2009 Business Plan narratives and Excel Spreadsheets to Jon Buttolph and Maria Shoderu by Sunday 7<sup>th</sup> September (this was subsequently changed to Monday 8 September 2008).

They would then:

- a) Circulate all of the plans to the Forum email list
- b) Assess the plans and flag up any anomalies in advance of the Forum meeting.

It was agreed that the Forum would then assess each plan in turn, the order being determined by pulling names out of a hat. Milan confirmed that all could be compared on one spreadsheet. It was noted that Milan Grubnic would provide a "ballpark" figure for the total funds for Regions and SIGs for 2009 to the September meeting and that it was likely that this would be less than the total funds being requested.

The meeting discussed various possible ways in which the September meeting would decide on what recommendation to make to Resources Committee.

It was agreed that each Region and SIG would have one vote.

The meeting was reminded that the 2009 plans would be

- a) evaluated in terms of value for money for members; and
- b) measured against the success of 2008 activities compared to projected in the 2008 business plans

Whilst it was noted that these criteria could be problematic, no other criteria for assessment were put forward.

PK reported that as the next meeting of the London Region Management Board was not due to be held until the deadline date of 7<sup>th</sup> September, he thought is unlikely that the Region would be able to complete and agree its Business Plan and submit it by the due date.

The meeting then considered a verbal report from Jon Buttolph (**JB**) on the Membership Drive. He confirmed that the CIEH had just lapsed a large number of members for not paying their subscriptions and he would be able to supply updated information on lapsed members to all Regional Secretaries on request.

It was agreed that some indication of the dates of members lapsing, or date of birth, or whether they had been retired members would be helpful.

JB informed the meeting that the Membership Section was adopting a flexible approach to the CPD requirements for returning members and that anyone who had any queries about readmission procedures should be invited to call him.

The meeting of the Forum concluded with a small number of matters that were considered under Any Other Business.

Janet Szlamp (Yorkshire and Humberside Region) asked about the arrangements to provide induction and budgetary training for incoming Secretaries, Treasurers and newly appointed Executive Officers. She also raised a commitment by the CIEH to update the Secretaries Manual and asked for a progress report. JB answered and said that he would look into the possibility of arranging an induction training package and the Secretaries Manual was currently being updated by Maria Shoderu.

Andrew Gardner then briefly spoke on the Region's and SIG's internet banking arrangements and the work he was carrying out to resolve a number of problems that had been encountered in using the facility.

The next meeting of the Forum is due to be held on 26<sup>th</sup> September 2008. This Forum meeting closed at just after 4.00pm

In continuing his Secretaries Update, PK was able to confirm that the Newsletter had been circulated by email to members by Nigel Watson (NW) on the 29<sup>th</sup> August. PK thanked NW in his absence for the additional work he had carried to adapt the final draft for circulation and PK reported that just before NW left to go on leave he had received only 43 bounce-backs from the membership list used for the emailing. There were as usual a considerable number of "out of office" replies but the number of bounce back was much less than was expected and this may signal that the work to put out membership database in order might not be as problematical as first thought.

PK said that Andrew Banfield (AB) and he had interviewed Kath Lewis (KL) for the London Region Executive Officers appointment on the 5<sup>th</sup> September. They both considered that she would be an ideal appointment having experience of maintaining membership databases and her existing relationships with the London Region Policy Officer, ALEHM and the London Region generally via her role as the London Student Development Officer was also seen as an additional advantage.

It was our recommendation that she be offered the appointment and to commence asap subject to contract details being agreed and signed by the parties.

KL had been invited to attend the LRMB meeting and she would be joining us shortly.

**Action: Noted – All**

**AGREED – That Kath Lewis be offered the appointment as the London Region Executive Officer subject to a satisfactory CIEH Contract of Employment being negotiated and signed**

## **5. TREASURERS UPDATE**

Deferred. Gerry unable to attend this meeting. No information received which could be reported in his absence.

## **6. INTERNATIONAL INTERESTS / TWINNING UPDATES / RE-ESTABLISHING CONTACT WITH CDC GEORGIA USA**

PK reported that Carlene Thomas (CT) had emailed congratulations on 6<sup>th</sup> August 2008 to the JAPHI on the occasion of Jamaica's Independence Day.

Carlene was also in contact with the JAPHI and in the process of finalising the arrangements to ship the publications and back-copies of EHP to Jamaica for use in the JAPHI's library.

## 7. TRUSTEES UPDATE

**SM, PB and PK** reported to the meeting on their activities as Trustees since the last meeting of the LRMB.

They had attended the last meeting of the CIEH Council held on 4<sup>th</sup> September 2008. The Council meeting was immediately followed by the Annual General meeting of the Environmental Health Officers Welfare Fund.

Reports received and considered by Council included:

- Chief Executive's Overview on how he saw the issues facing the organisation and the changes that were taking place in looking forward to the future
- Feedback from the newly appointed Head of Corporate Communications which set out her objectives for the Communications Team
- A report from the Chief Executive on the future vision for the Regions and the direction in which the Regions should develop
- Overview of current activity in Northern Ireland, Wales and London
- Report back from the Policy Development Board following their meeting on the 6<sup>th</sup> July
- Report back from the Education and Professional Standards Board providing details of a number of major initiatives that the Board is progressing at the present time
- Confidential Report of the Resources Committee on the discussions and decisions taken by it at its meetings in April and July. The report also included details of the trading performance of CHGL
- A report on the recommended increase in subscriptions for members for 2009
- CHGL Update
- An update on the establishment of the Associate Parliamentary Group for Environmental Health
- A report recommending the elections of a new Vice President of the CIEH
- A Confidential Report relating to the nomination of a member to receive a Fellowship
- A report back from Peter Archer on the 10<sup>th</sup> World Congress on Environmental Health held in Brisbane between the 11<sup>th</sup> – 16<sup>th</sup> May 2008
- A proposal that an "Environmental Health Day" be created
- A report updating Council on progress in organising the "Best of the Best" Conference – 2008. It was reported that so far only five Trustees had indicated that they would be attending the Conference. Three of the Trustees who would be attending were all those who represent the London Region.
- A update on the arrangements being put in place in organising a major conference on Climate Change being held at Chadwick Court on 19<sup>th</sup> / 20<sup>th</sup> November 2008
- In addition, Paul Robinson and Tony Lewis gave a presentation on "Curriculum 2007 – International Opportunities and Impacts"

**SM** spoke of his work as the chair of the Environmental Health Officers Registration Board (EHORB) and described the changes in the training of EHP's under the new Curriculum 2007 which allowed for qualification as either a "generalist" or "specialist" EHP's. Universities were introducing the new course this year, Warwick and one other. The courses the current cohorts of students are following under the previous curriculum are not affected by the introduction of Curriculum 2007.

HSE Inspectors may also sit our qualifications. The HSE have been impressed at the way the EHP courses and examinations were organised and administered

**PK** also drew the Management Boards attention to the latest Trustee Briefing (August 2008) circulated by CIEH. This covered the following matters:

## **Managing Director's update**

The first half of 2008 has been challenging and the economic conditions are quite difficult. We have done remarkably well however, the market is volatile and the second half of the year is expected to be tougher.

## **News updates**

### **Painter fined for smoking in van admitted he broke the law**

The CIEH has lent its support to Ceredigion County Council for handing a fixed penalty ticket to a painter and decorator who breached smokefree legislation.

### **Condition of private housing stock a national disgrace says CIEH**

Government funding for new and affordable housing at the expense of improvements to existing housing stock is having a disastrous affect on some of the most vulnerable members of the community.

### **Rapid spread of Lyme disease poses a public health threat, says CIEH**

The CIEH is calling on the Government to tackle the growing public health threat posed by Lyme disease and other pest related illnesses.

### **Government must take control of rising pest problem**

Modern living conditions, urban sprawl and climate change are making the spread of pests and pest-borne diseases more likely, a new book by the World Health Organization (WHO) says.

### **CIEH gives muted welcome over Defra contaminated land conclusions**

The CIEH has welcomed the conclusion of the Defra "Way Forward" discussions but has raised concern at the decision not to provide guidance on the point at which land becomes contaminated.

### **HSE guidance on sunbeds not strong enough says CIEH**

Proposed new Health and Safety Executive (HSE) guidance on the use of sunbeds does not provide a strong enough message, the CIEH has said in its response to the consultation on *Reducing health risks from the use of UV tanning equipment*.

### **New guidance on fire safety in residential property**

Following on from the publication last May of the joint Fire Safety Protocol, the CIEH has joined forces again with LACORS and the Chief Fire Officers Association to produce a guidance note on fire safety in residential accommodation.

### **Environmental health has greater role to play in health and social care, says CIEH**

The CIEH is calling for tougher enforcement powers and an increased role for environmental health to be included in plans for an integrated adult health and social care regulator.

## **CIEH organises disaster practice**

Environmental health and emergency planning staff converged on Chadwick Court last week for a major exercise, re-enacting the aftermath of a major chemical spill in London.

## **There has never been a better time to join the CIEH**

The CIEH is reminding former members of the ways in which they can return to their professional body.

**Action: Noted – All**

## **8. LONDON POLICY OFFICER UPDATE**

**TP** informed the meeting of the matters she had been progressing since the last meeting of the LRMB. These are:

- London student training consortia reviewed and re-launched
- London Scores on the Doors scheme continues to demonstrate improvements in compliance levels since its introduction in October 2007
- Evidence given to House of Lords Opposed Bill Committee to support compulsory display of Scores on the Doors information in London
- Proposals for the Local Authority Panel are being put together for the Scientific Services Contract and the environmental health involvement in the London Scientific and Technical Advisory Cell
- Plans for a joint funded London HPA and Local Authority EHP are being put in place and will go for recruitment shortly
- Continued support being provided to ALEHM by the Chief Executive and TP as Trustee/Directors

**TP** reported in further detail following the report she gave to the CIEH Council at its meeting on 4<sup>th</sup> September 2008

### **Student development, recruitment and retention in London**

Student Development Programme – further sessions have been run on ELP and a training officer update day was also held which was well attended by London Boroughs.

Presentations from CIEH Education and Kings College London were given on the new curriculum, as well as on the London Consortium

Recruitment and retention – London CIEH has continued to work with London Councils and is now also working with the Partnership Liaison Team of the HSE in London on workforce planning in health and safety

Student Consortium – The consortium programme has been reviewed and launched with authorities being requested to sign up for a further three years. The programme offers an excellent way of supporting student training for an extremely low cost and has historically attracted an extremely high calibre of students. London CIEH is pleased to report that a number of students who were on this programme are now in paid employment.

### **Food Safety**

London CIEH is currently involved in a number of major London wide programmes.

These are:

Scores on the Doors – The project continues to be successful, with continued improvements in compliance levels in food businesses in London.

The London Implementation Group made a detailed and lengthy response to the FSA consultation and this is available on the London CIEH website (along with the documentation relating to the scheme)

A meeting has also been held with representatives of the Transparency Data User Group to seek agreement in principle to try to align the majority of five star schemes in operation for the benefit of consumers and business.

This should therefore result in the lowest number of schemes possible being in operation, if a recommended national scheme is not taken up by these local authorities

Work has also been ongoing to redesign the London materials (removing any reference to the FSA supporting the scheme at their request) and these should be available for use shortly

Food Champion status – London CIEH is looking at a possible event to showcase the successful projects in London with the FSA

Olympics and Paralympics 2012 - London CIEH, working with the Strategic Projects Officer continues to be actively involved in the development of strategies to support the event. London CIEH is also a part of the group reviewing the outdoor and event catering guide

### **Health and Safety**

London CIEH continues to work closely with the HSE Local Authority Unit Partnership Project for London and continues to meet with the Partnership Team on a regular basis. Areas that are being looked at include how to maintain (or increase) resourcing for health and safety within London and development and competency of staff employed in this area

### **Environmental/Sustainability**

Engagement with the GLA - London CIEH and London Region study groups will be working with the GLA to help develop a London-wide Code of Practice on Construction Noise

### **Contingency planning**

Partnership workshops – The 2008 CBRN table-top exercise 'Beyond the Blue Light' was held in July and was well attended by over 80 delegates. This event was chaired by the London Fire and Emergency Planning Authority and jointly run with the HPA (London).

A report from the event is being produced and will be circulated to delegates as well as being put on the London Region website

London Resilience – London CIEH continues to be involved in the London Resilience Forum chaired by the Government Office for London

Scientific Services - London CIEH in preparing to put a report to the Local Authority Panel (LAP) in London to seek agreement and to look for funding opportunities for the setting up of a Scientific Services Contract for London

Scientific and Technical Advisory Cell (STAC) – London CIEH is working with the HPA Emergency Planning Team to look at environmental health involvement into the STAC in London and a report on this will also be put to the LAP in October

## **Public health**

Joint HPA EHP for London – London Region CIEH is leading work with the HPA and the ALEHM to recruit and appoint an environmental health practitioner to work agree on standards for investigation of gastro intestinal disease in the capital, support peer review audits and establish training opportunities

Smoke free London and NE London Alliance - working with the Association of London Environmental Health Managers to support smoke free implementation in London and to seek funding opportunities for this work.

London CIEH maintains involvement in the following areas:

UK Voluntary register for defined specialists - overview and support for London applicants within environmental health. Watching brief maintained

London teaching Public Health Network - involvement in a London network to support and develop public health training

London Health Commission - representing environmental health on the urban regeneration and inequalities task force

London Regional School Food Group – involvement in a London regional network on school food

Greener Food Steering Group – London network on local and sustainable food and premises in London

## **Strategy and regional development**

Benchmarking – London CIEH has worked with the ALEHM best value benchmarking group on the 2008 surveys for the main areas of environmental health and results should be available shortly

ALEHM – London CIEH has continued to work very closely with ALEHM as a Director and in particular, has been very involved in the new logo and design for the organisation. The re-launch of ALEHM is taking place on 8 September 2008

## **10th London Local Authorities Bill**

London CIEH gave evidence to the House of Lords Opposed Bill Committee in support of compulsory display of Scores on the Doors information in London. Evidence and consideration of this clause took two days, with evidence being given by both the promoters and the petitioners.

The committee has concluded that they are content with the clause (some amendments were made during the committee), but that the London mandatory scheme should not be different from a national recommended scheme from the FSA

In addition, written evidence from London CIEH was also used in support of management notices in HMOs and the committee concluded that this should proceed (with amendments suggested by the promoters)

The Bill (and committee) covered a number of other areas and further details on these are available from London CIEH. The Bill now has been recommitted to an Unopposed Bill Committee which will consider the remainder of the Bill

**Action: Noted – All**

## 9. ALEHM UPDATE

**SM**, the Chair of ALEHM said the formal re-launch of ALEHM, now officially a charity and a business would be taking place at Chadwick Court this afternoon, commencing at 4.00pm.

He and **TP** had recently met with the HPA to discuss the recruitment of an EHO to work with the HPA on a temporary appointment. There were problems for the HPA regarding funding, with only £30,000 being available. However, in order recruitment could proceed matched funding from ALEHM had been made available.

ALEHM was putting together a work programme looking at legacy issues connected with the Olympics. It was likely that this project would be carried out by a student from Kings.

ALEHM was also working with other agencies and the host Boroughs on a number of Olympic related projects looking to develop good practice, systems and capability etc.

ALEHM is in discussions with the Local Better Regulation Office (LBRO) on the implementation of the Regulatory Enforcement and Sanctions Act 2008 and how authorities in London can work in a co-ordinated way. Several meetings had already been held and funding was available to support any research required.

JD thanked SM and TP for their report

At this point Kath Lewis (**KL**) joined the meeting and was welcomed by the Chair (**JD**).

JD said that the LRMB was pleased to offer KL the appointment as the London Region Executive Officer (LREO) at a rate of £10.00 an hour subject to the contract that would be drawn up from the standard CIEH contract template.

KL said she was pleased to accept the offer of the appointment. PK would obtain the current version of the contract from the HR Department at CIEH, amend it as necessary to reflect the needs of the London Region as regards tasks to be undertaken and then forward this to KL and AB for comment.

**Action: Noted – All**

**PK to draft the contract for the LREO post and forward to KL and AB for comment asap**

## 10. REPORTS FROM THE LONDON STUDY GROUPS

No representatives of the London Region Study Groups attended the meeting to give a verbal report however the following was know:

**Pollution Study Group** – PK had been informed by Peter Carey (**PC**) in an email that he would be standing down as Secretary of the Pollution Study Group as he had recently been appointed to a new post outside London. The Chair of the Study Group, Stephen Potter had also decided to stand down. PC indicated that arrangements were in hand to recruit their replacements which would be notified in due course.

The Chair expressed her grateful thanks to Peter and Stephen on behalf of the LRMB and the London Membership for their commitment and all the hard work they had undertaking making the London Region Pollution Study Group the great success it obviously was and she wished them very best wishes for the future.

**Food and Health and Safety Study Groups – PK** said that he understood the Study Group would be hosting an FSA funded course on 7<sup>th</sup> October 2008 on Diversity Training for Local Authority Food Law Enforcement Officers – Working Effectively with Diverse Communities.

It was also believed that a further no cost / low cost event was being arranged for November.

**Housing Study Group – TP** reported that she and **PB** had been in contact with Peter Snell (**PS**) and a meeting of the Study had been arranged and would take place on Monday 15<sup>th</sup> September. This would be the first meeting this year. A further meeting of the Study Group would take place in November.

**Action: Noted – All**

## **11. MONITORING REPORT – LONDON REGION BUSINESS PLAN 2008**

PK reported that this was a standing item on the Agenda of the meetings of the LRMB which would allow him to report progress in delivering the Regions Business Plan regularly at meetings of the Forum.

Progress in delivering the 2008 programme of activities and meetings so far was referred to in the note of the meeting of the Forum held on 24th July which he reported on under Item 4 on this Agenda

The revised format for the 2009 Business Plan contained a specific requirement to report back on what the Region / SIG had achieved during the previous year and PK had drafted a report based on the information he had at the time.

**Action: Noted –All**

## **12. LONDON REGION BUSINESS PLAN 2009 / INPUT TO FORUM MEETING 26<sup>th</sup> SEPTEMBER 2008**

**PK** confirmed that he had completed and circulated to the Management Board on the 3<sup>rd</sup> September the:

1. Draft London Region Business Plan - 2009
2. Draft London Region Budget - 2009
3. London Region Standing Orders & Terms of Reference

He said that he believed that using the guidance issued by the Forum he had covered most of the areas to be included albeit not very eloquently in places.

It was not very easy to look two years into the future and predict what we might be doing when this year's programme of regular meetings and events had in part been delayed by the loss of, and changes in the volunteers who organise the Study Group meetings and training days. The increasing pressure of normal work on the ability of volunteers to set aside time to organize London Region events was also a factor.

**PK** thought that the London Region Business Plan might not be favourably received by the Forum as it was still too long. He believed that what was actually being asked for now is just a couple of pages and the budget showing what we are doing to generate income. The Budget had been compiled using mainly informed guess work based on 2007's audited accounts and what we asked for in funding to cover this year's activities. He explained that it was the best he could do in that the help and up to date figures he had requested didn't materialise.

Income generation was a fact of life and a requirement so every Study Group was expected to hold at least one low cost event and this has been factored in.

The successful Joint Study Group CPD day held in June indicated that members were prepared to pay a reasonable fee to attend a well organised event.

**PK** said that in putting the budget together he requested input to this process from the Study Group and he got some information back from one or two.

He had re-instated the sponsored places to Best of the Best and the Joint Regions Study Course. He was asking for more money in 2009 than we received this year and as he anticipated the overall budget from the CIEH would be still further reduced over the 2008 allocation, he thought the likelihood of the London Region getting anything like what he had requested was remote.

To compensate for this however, because our programme of events has been delayed somewhat the Region will probably have a larger balance to carry forward into 2009 than originally predicted and we would have to use this to make up any shortfall in funding.

**PK** said he arranged to meet Jon Buttolph at Chadwick Court on the 4<sup>th</sup> September to look at the London Region budget and go through a number of queries. This was because on first seeing the spread sheets and looking at the guidance notes he hadn't a clue what was required. The meeting with Jon Buttolph did not materialise as Jon was away sick. and he had asked Gary Telfer to speak to him. Gary was not really conversant with the process of putting together the BP budget so the meeting did not really assist to any useful extent.

He said that he did raise the issue of the "missing" £2,000 of core funding which didn't appear on the spreadsheets that were issued and he told me that London wasn't the only Region to question this. Gary couldn't explain why this money was "missing".

**PK** said after the meeting he made some adjustments to the Budget on both the income and expenditure sides and also amended the Business Plan to take account of these. Because of the length of the current draft he finally pulled out those sections specifically mentioned in the guidance the Regions were all given and just put these forward as the London Region Business Plan – 2009

Andrew Banfield (**AB**) had kindly offered to review this and after incorporating Andrew's comments he had sent the final version of the London Region Business Plan – 2009 to Jon Buttolph on the 8<sup>th</sup> September which was the deadline date, circulating this version to the LRMB at the same time.

The Forum was meeting on the 26<sup>th</sup> September to review all the Business Plans and make budget recommendations to the Resources Board. **PK** confirmed that he would be attending this meeting and he would report back to the LRMB afterwards by email.

In commenting of the preparation of the budget, **PK** remarked that he had allocated £500 to support the Joint Regions Study Course. This was less than last year. He had hoped that this event would generate income but the reduced numbers of delegates (with disappointingly few from the London Region) resulted in a small loss, shared with the SE Region which was containable with the 2008 budget.

The meeting agreed that we should attempt to attract more delegates to attend the 2009 event if one is planned and increased publicity would help. We should also circulate the notice of the event to all the London Students and perhaps Kath would be able to help in this respect.

Interesting speakers and topical subjects would also attract more participants and **SM** said that if available he would be willing to give a presentation on the EH implications of preparing for the Olympics

**Action: Noted –All**

**PK to report the results of the meeting of the Forum to the LRMB**

**13. ANY OTHER BUSINESS**

**(Notified to and Agreed by the Chair before the Meeting)**

None

**14. DATE OF THE NEXT MEETING OF THE LRMB**

The next meeting of the LRMB will be held on **TUESDAY 25<sup>th</sup> November 2008** commencing at **12.00 Noon**.

**Please Note the early Start Time. This is to accommodate the CIEH Roadshow which visits the London Region on the same day, 25th November 2008 commencing at 2.00pm.**

**There being no other business the meeting closed at approximately 15.40 hrs**