

West Midlands Region Management Board

Chair Stephen Grimes
Secretary/Executive Officer Paul Knight
Treasurer David Holmes
Trustees David Prosser-Davies
David Williams
Michael Parkes

(Plus representatives from each of the five Branches,
one from C & I SIG, one from Birmingham University
and one student representative)



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MINUTES OF THE WEST MIDLANDS REGION MANAGEMENT BOARD HELD IN THE GUILDHALL AT WORCESTER ON 25TH APRIL 2008

Present: Paul Knight, Stephen Grimes, Michael Parkes, David Holmes, Maurice Brennan,
Helen Cameron

11/08 Welcomes and Apologies for Absence

Apologies received from Chris Davis, David Williams and David Prosser-Davies

12/08 Minutes

Subject to the figure held in our reserve account being £5837 and not £15837 the minutes of the board meeting held on the 22nd February were agreed as a true record. Minutes from 22nd February to be signed off by Steve at next meeting.

Action Steve

13/08 Matters arising from the Minutes not dealt with elsewhere

None

14/08 Secretary and Executive Officers Report

Three CPD events now held - APD and ELP free of charge and the IPPC workshop at a charge of £100 to members and £125 for non-members.

Paul continues to assemble an up to date membership distribution list – hopes to complete by next meeting **Action: Paul**

Paul attended an APD event in Shrewsbury arranged for the Regions graduate EHP's. Board members viewed much of the requirements of the APD to be to onerous and would effectively discourage EHP's from seeking Chartered Status. Paul to feed thoughts of board to CIEH. **Action:Paul**

In order to target members who may be interested in attending the November HACCP course Paul will contact David Bates at Bromsgrove and Steve Jordan at Wychavon. **Action: Paul**

To re-establish previously active branch officers David will attempt to track down officers in Shropshire, Claire branch officers in Birmingham, Solihull and the Black Country and Tim Matthews will be asked if he can do the same for Staffordshire. **Action: David, Claire and Tim**

To encourage membership interest Paul will approach Sue Holmeyard at Dudley who may be able to assist Paul with meeting Heads of Service in north of the region. Helen to find if similar Head of Service meetings take place in Hereford and Worcestershire area **Action: Paul and Helen**

Paul reported attended a Head of Service meeting in Warwickshire and advised Chief Officers of the role the region may be able to play in co-ordinating training and placement arrangements. Chief Officers are keen to encourage EHP's to be involved in CIEH activity.

15/08 **Financial Report**

Our auditors have requested CPD recognition for their work - Paul to organize CPD certificates. **Action: Paul**

Accounts

No.1 revenue account	£3812.19
Reserve Account	£5894.81

Total = £9707

Total expenditure so far this year is £2730 including £1400 paid to the two presenters of the IPPC workshop organized by Paul.

Also expect income based on membership numbers of £3650

Will work to an annual budget of £13489 – David views this as being healthy all things considered.

David will circulate the minutes of the Forum where budgets across the country were discussed in detail. **Action: David**

16/08 **Trustee Reports – Michael Parkes David Williams**

Michael reported on matters covered at a joint meeting of the Policy Development and Education Board on the 16th April. Matters covered included climate change, the 2007 curriculum and housing and public health.

17/08 **Reports from Branch, University and Student Representatives**

Maurice advised the board about the significance of the competency framework which he views as move away from a generalist towards a competence based approach measured in a different way. More detailed knowledge within specific competences will be required. By 2010 the HSE will require authorized officers to be tested against a competency framework for which a draft document published by the HSE is now available. FSA have similar intensions on food safety and CIEH are working on equivalents for environmental protection and public health.

Maurice believes this new approach will have significant implications for the profession with the potential loss of the generalist approach to environmental health. Academics are resisting the temptation to specialize but by 2009 they will have to accommodate the new approach or risk producing graduates who will not be deemed competent.

18/08 Student Provision (Training provision for EH Students (letter from Peter Wright))

Maurice advised of a strong influx of students with new courses setting up in Southampton and Wolverhampton but that no corresponding provision of placement opportunities to keep up with this demand. In order to investigate the assertion that many LA's are not meeting a proper obligation for student/experiential training and development the Board will consider how best to answer the following questions put forward by Peter Wright:-

- Which local authorities within your region are providing training opportunities –will they continue and can they increase the number of training places?
- Which local authorities within your region are not currently providing training opportunities –what are their reasons / excuses?
- What training opportunities exist in other public sector organisations (e.g. PCTs, EA, HSE etc.) within your region?
- What training opportunities exist in private and voluntary sector organisations within your region?

Action: all

This will also feature as an agenda item at future meetings. **Action: Paul**

19/08 Links with Environmental Health in Sierra Leone (letter from Richard Hall)

Paul raised the possibility of the region playing a role in supporting links being established by Richard Hall with public health professionals in Sierra Leone, West ahead to assist where possible. Paul given go ahead to explore how it is anticipated the region will be involved including any financial implications. **Action: Paul**

20/08 Business Plan

David advised that a draft business plan covering the forthcoming three years would need to be submitted by September - guidance is due out in July and will include a template document. Paul will chase CIEH for the template. **Action: Paul**

21/08 Any Other Business

Maurice suggested the creation of a regular email to members – Paul will circulate e-letter to members prior to next meeting. **Action Paul**

22/08 **Dates of future meetings**

See events and meetings programme below.

Signed as a true and accurate record of the meeting.....
Stephen Grime – Chair West Midlands Region Management Board

WEST MIDLANDS REGION BOARD MEETINGS AND CPD EVENTS PROGRAMME

<u>DATE</u>	<u>SUBJECT</u>	<u>LOCATION</u>
<i>22nd January</i>	<i>Board Meeting</i>	<i>Nuneaton</i>
<i>13th March</i>	<i>ELP Training Session</i>	<i>Coventry</i>
<i>18th April</i>	<i>PPC Training Course</i>	<i>Coventry</i>
<i>23rd April</i>	<i>APD Training</i>	<i>Shrewsbury</i>
<i>25th April</i>	<i>Board Meeting</i>	<i>Worcester</i>
<i>18th June</i>	<i>Working Effectively with Diverse Communities</i>	<i>Coventry</i>
<i>20th June</i>	<i>Board Meeting</i>	<i>Telford</i>
<i>July TBA</i>	<i>Presentation Skills</i>	<i>TBA</i>
<i>11th September</i>	<i>ELP Training Session</i>	<i>Birmingham University</i>
<i>12th September</i>	<i>Board Meeting</i>	<i>TBA</i>
<i>23rd September</i>	<i>CIEH Roadshow</i>	<i>TBA</i>
<i>November TBA</i>	<i>Housing issues Fuel Poverty and</i>	<i>Council Chamber Tewksbury</i>
<i>7th November</i>	<i>Board Meeting</i>	<i>TBA</i>
<i>26-28th November</i>	<i>HACCP Training</i>	<i>TBA</i>

For more details of courses contact Paul Knight