

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 NUNEATON ON 22ND FEBRUARY 2008

Present: Paul Knight, Stephen Grimes, David Williams, David Holmes, Claire Chapman

1/08 Welcomes and Apologies for Absence

Apologies received from Michael Parkes, Chris Davis and Tim Matthews

2/08 Minutes

This is the Board's first meeting and therefore no previous minutes.

3/08 Matters arising from the Minutes not dealt with elsewhere

N/A – Claire gave a brief resume of matters covered during last meeting of the Interim Management Board.

One key issue voiced was CIEH's amnesty on CPD requirements to encourage people back into membership as a one-of for this year – this is advantageous because there will be no requirement to fulfill the previous years CPD requirements. Estimated that 32 of the 825 members in the region may have dropped out.

On the issue of membership Paul is working towards completing a regional distribution list – existing list is hopelessly inaccurate and out of date. **Action: Paul**

4/08 Secretary and Executive Officers Report

Four events in the process of being arranged - see attached Board Meeting and Event Programme Schedule.

Claire asked that a brief outline of new Environmental Protection Regulations that come into force in April be covered in the PPC Course. Paul was also tasked with keeping officers up to date with events so as to avoid double booking and/or duplication of events. **Action: Paul**

It was agreed that members attending fee paying events across the region will pay reduced rates. **Action: Paul**

With regard to targeting members who may be interested in attending the November HACCP course Paul is to contact David Bates at Bromsgrove and Steve Jordan at Wychavon. **Action: Paul**

In order 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**

Paul still having difficulties with internet access from home and sourcing IT equipment from CIEH – Paul to contact John Freear to further this if no progress in next few weeks. **Action: Paul**

It was agreed that Paul would record hours worked against each item in the Business Case – this would enable the Board to judge the nature of Paul's role over the coming months, Paul will produce a report in on this for each Board meeting. **Action: Paul**

The Board's approval was obtained for Paul to claim his broadband connection charge every month from the Region – the monthly charge is £15.

5/08 Financial Report

David reported that accounts for previous year have been audited and will be submitted to CIEH by next week to meet their deadline. **Action: David**

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

In the No.1 account we had £3501 (including £2000 recovered from branches) at the start of the year. Since then £1533 had been spent, including January payments for officers, leaving a balance of £1968. In addition the bill for Chasewater of £414 was still to be paid leaving a balance of £1553.

In our No.2 or reserve account the balance stood at £5837

David reported that problems with the bank appeared to be overcome, the internet account is now live and will be available to view soon. David asked that all officers submitting expenses forms do so quickly rather than build up claims that then may skew finances. It was agreed that Stephen and David would be signatories but that David could not be signatory for cheques made out to himself. Paul is to be added to the list of signatories. **Action: Paul, David**

David reported on the outcome of his visit to the "Forum" at which regional funding was discussed. A figure of £13489 was requested and was accepted subject to

amending the Business Plan to show £2000 of earned income. Business Plan to be amended. **Action: Paul, David**

It was agreed that David would make £7000 available for Paul's use to invest in forthcoming scheduled CPD events. **Action: David**

06/08 Trustee Reports – David Williams

David Williams reported on recent developments on CIEH's Policy and Development Board and their need to focus time and resource on identified important issues, sometimes at the expense of important but less urgent matters.

David suggested that members look at the current work programme for the Policy and Development Board.

Ideally documents that arise from this Board should be received electronically in order to aid distribution. Paul to enquire on this. **Action: Paul**

David recommended a few recent reports including one on CIEH's position on the use of water meters, how health and safety should be resourced at local authority level and one entitled The Urban Environment which he requested be circulated to Branch Secretaries. **Action: Paul**

On the better regulation agenda a CIEH response has now been completed with the biggest issues that of primary authorities ability to veto local decisions.

David also recommended the CIEH Strategic Plan to members

07/08 Business Plan

It was reported that the next Business Plan had to be submitted by July in order to gain approval by September. Much of this may be cut and paste, Paul will chase CIEH who it is understood will provide a template for the plan. **Action: Paul**

08/08 Branch Reports

Claire reported on forthcoming CPD events to be hosted by the Birmingham, Black Country and Solihull Branch. To include a talk by Amanda Kilby on 3rd April on the work of the Health Protection Agency; Barry Berlin and Nick Lowe presenting on the recent Cadburys prosecution (20th May in Dudley) and a one day seminar with a theme of "changing behaviour" later in the year.

David advised that Herefordshire and Worcestershire had held a successful event based on "Water for Kids" and a presentation on health and safety and heavy transport at "Halfords".

09/08 Dates of future meetings

To be organized and circulated by Paul. **Action Paul**

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

WEST MIDLAND 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>
13 th March	ELP training session	Coventry
18 th April	PPC Training Course	Coventry
23 rd April	APD Training	Shrewsbury
25 th April	Board Meeting	Worcester
20 th June	Board Meeting	TBA
12 th September	Board Meeting	TBA
7 th November	Board Meeting	TBA
26-28 th November	HACCP Training	TBA

For more details of courses contact Paul Knight