

# Minutes and action points

## Meeting of Management Board South East Region

30<sup>th</sup> April 2008  
Abingdon

### Present

Alan Higgins (Trustee)(Chair)	(AH)
Patricia Jefford (Trustee)(Vice chair)	(PJ)
Vicki Gracie-Langrick (Exec Officer)	(VGL)
Hannah Hodges (Surrey)	(HH)
Justine Fuller (Surrey)	(JF)
Alan Martin (co-optee)	(AM)
Sandra Jones (Kent)	(SJ)
Nigel Haverson (Treasurer)	(NH)
Stuart Taylor (Trustee & Berks)	(ST)
Peter Baverstock (co-optee)	(PB)
Jennifer Folliard (Bucks)	(JF)

Meeting commenced 10:30am  
Meeting finished 13.30pm

	Action
<p>1. Apologies</p> <p>David Brown,. Bruce Reynolds (Sussex), Andrew Colthurst (C&amp;I Sig), Jane Hancock (Berks)</p>	
<p>2. Treasurers Report</p> <p>NH outlined the current state of accounts – figures attached.</p> <p>And outlined the following points</p> <ul style="list-style-type: none"> <li>• That the region has still not received the Chadwick bursary from HQ. It was agreed that NH should contact HQ and ask for this money.</li> <li>• The Joint regions course had made a small loss.</li> <li>• Bank charges are being refunded to the region. NH in conversation with HQ regarding resolving this issue.</li> <li>• That NH should contact HQ with regards to the possibility of some funding for the roadshow to take place on June 12<sup>th</sup></li> </ul>	<p>NH</p> <p>NH</p>

		Action
3.	<p><b>Discussion Business Plan 2009 - 11</b></p> <p>The details of the business plan and policies and procedures document were discussed and the following points agreed to work towards a further draft for further discussion via email, and agreement at the June meeting.</p> <p><b>For policies and procedures</b></p> <ul style="list-style-type: none"> <li>• to revise the policy on funding regional training courses</li> <li>• to remove the policy on the Chadwick bursary</li> <li>• To revise the membership and election of the board procedures by including agreed election process and adding required criteria for members.</li> <li>• To revisit the job description of the executive officer.</li> <li>• To ensure that the links are made between this document and the business plan</li> <li>• To create a new policy on expenses.</li> </ul> <p><b>For the business plan</b></p> <ul style="list-style-type: none"> <li>• To revise the 'vision' statement to include statements about working in partnership with other government and nongovernmental organisations, and to include our aim to raise the profile of EH in the region.</li> <li>• To add working in partnership with other NGOS etc to our aims.</li> <li>• To move the members to the top of the list of our stakeholders</li> <li>• To include a level of CPD to be made available by the branches (to be set at the same level as that provided by the region.,</li> <li>• To add target &amp; timescales to all objectives to ensure they can be monitored</li> <li>• To add a special project around raising the number of student training placements in the SE. To include working with the GOSE</li> <li>• To add a further section to specifically address communications</li> </ul> <p>Once the business is finalise PJ agreed to put together a workplan.</p>	<p>NH</p> <p>VGL/ST</p> <p>VGL</p> <p>AH</p> <p>NH</p> <p>AH</p> <p>AH</p> <p>PJ</p>
4.	<p><b>Discussion of paper on rejuvenating the branches in Hants &amp; Oxon</b></p> <p>Alan Higgins presented his paper to the group. Feedback was to be given via email to Alan by the 9<sup>th</sup> May. He asked for volunteers to attend a meeting of Hampshire chiefs with him. Dates to be confirmed and the Alan to contact RMB to see who can attend.</p>	<p>All</p> <p>AH/All</p>
4	<p><b>Code of Conduct for Elected members</b></p> <p>All those who hadn't already signed, would sign, make declaration, and send to HQ.</p>	<p>All</p>

	Action
VGL to forward to branch secretaries to make sure they were aware.	VGL
<b>5 Branch Reports</b>	
<b>Buckinghamshire</b>	
<ul style="list-style-type: none"> <li>• Currently doing some work on student numbers in the county</li> <li>• Planning a weekend school</li> <li>• Trip to Pinewood studios now full.</li> <li>• The branch will fund 2 students to attend the CIEH 'back to basics' event in October.</li> <li>• The branch will be holding a CIEH road show on Friday 4<sup>th</sup> July. AH to speak to Graham and John Rassel re: how to coordinate with the RMB and the fact that SE of region now does not have a road show.</li> </ul>	AH
<b>Sussex</b>	
<ul style="list-style-type: none"> <li>• AGM will be held on 29th May, at the Martletts in Burgess Hill.</li> <li>• Questionnaire has now gone out to members.</li> </ul>	
<b>Surrey</b>	
<ul style="list-style-type: none"> <li>• A questionnaire is to be sent out to all members to try to set up the business plan.</li> </ul>	
<b>Oxfordshire</b>	
<ul style="list-style-type: none"> <li>• No Report from Oxon.</li> </ul>	
<b>Hants</b>	
<ul style="list-style-type: none"> <li>• Recent retired members lunch successful</li> </ul>	
<b>Kent</b>	
<ul style="list-style-type: none"> <li>• One day conference well attended</li> <li>• Sampling training has been agreed</li> <li>• 23 attended the Kent retired members lunch</li> </ul>	
<b>5. Trustee's report</b>	
<b>Stuart Taylor</b>	
EPSB heard that the elected members' regulations are being looked at by one of the sub-boards.	
The new curriculum is moving forward with courses being accredited for starting possibly this September. Education Unit might be writing to the regions about creating placements. With the specialised courses, it will be easier to do a placement in private industry, as you won't need to cover all of the EH fields.	
the Board heard that Trustees in some of the other Regions had been asked to meet with local colleges as part of the process of encouraging them so set up EHRB registered courses.	

	Action
<p>The student is becoming unsustainable so the fees are going up, but are still subsidised for the time being.</p> <p>Finance committee</p> <p>Asked HQ to make sure that any targets set for the regions performance be clearly communicated at an early stage, to help the Business Planning process and to avoid a repeat of last year.</p> <p><b>Patricia Jefford</b></p> <p>Policy board and education board had a strategic away day. Key issue identified was the communications gap between HQ and the members</p> <p><b>Alan Higgins</b></p> <p>Reported from council that voting membership is being widened to senior people in EH areas.</p>	
<p><b>6. JR study school</b></p> <p>The joint Regions study school has now taken place. Was successful for those who attended but:</p> <ul style="list-style-type: none"> <li>• A small loss has been made</li> <li>• More day delegates this year than previously, thus less income.</li> <li>• Very few London attendees</li> </ul> <p>The board asked that at the wash-up meeting the group should consider whether a weekend school would attract more delegates .</p>	
<p><b>7. ELP Training</b></p> <p>London had asked for a joint ELP training event but agreed that the region does not have the funds to run more than the one course planned in the SE corner of the region. (Crawley?)</p> <p>Nigel will speak to Peter Wright re his knowledge on demand in the reigon and ask where that single course is best held.</p>	NH
<p><b>8. Correspondence</b></p> <ol style="list-style-type: none"> <li>1. Received a letter from Peter Wright regarding the lack of student placements. RMB discussed this as part of BP and VGL to let Peter know we plan to do a project.</li> <li>2. VGL continues to forward to the relevant branch secretaries details of Key worker events. It was confirmed this should continue.</li> </ol>	VGL
<p><b>9 Diary of Events</b></p> <ol style="list-style-type: none"> <li>1. 12 June – Eastleigh SERMB meeting and CIEH HQ Road show.</li> </ol> <p>Graham Jukes to be invited to meet members of the management board</p>	

	for discussions after the forum.	Action VGL
	2. 15 <sup>th</sup> October – SERMB meeting and Forum - Guildford Council chamber -	
	3. Tuesday 2 <sup>nd</sup> December– SERMB meeting and Forum – Kent - - Gravesham Council Offices	
<b>9</b>	<b>Minutes and matters arising from meeting held 27 February 08</b>	
	<b>Minutes</b>	
	The minutes were confirmed as a correct record and will be placed on the region website.	VGL
	<b>Matter Arising</b>	
	No further matters were raised	VGL
<b>13.</b>	<b>AOB</b>	
	PJ raised the issue of the retired members wishing to have their own SIG. Group to provide contact (John Tiffney ) with contact details for all Retired members in the region to approach to see if they would be interested.	
	NH to collate list and send to PJ	NH
	VGL to send John Tiffney contact details of all the regional secretaries to allow other regions to be involved.	VGL
	<b>Next meeting 12 June - Eastleigh.</b>	

Signed

Dated

## Ongoing Actions

20 Sept 07	Ongoing Action relating to communications with HQ. WE wish to have a nominated champion for the region at HQ. This is to help us communicate with HQ.  PJ to speak to Graham Jukes regarding this issue	<b>PJ</b>
27 November 07	Awaiting policy on response times for communications to be published. Await info	
27 November	Contract from HQ for executive officer. Still awaiting contract from HQ for signature, NH to chase	<b>NH</b>
16 <sup>th</sup> January 08	It was also agreed to collate a list of all the non LA EHPs in Hampshire and ascertain their interest in having a branch. Nigel to collate list.	<b>NH</b>