

NI Region Interim Management Board Meeting Minutes

Meeting Date		Venue	
11 August 2009		CIEH NI, 123 York Street, Belfast BT15 1AB	
In attendance			
B Heywood (BH)	L Andrade (LA)	D Kennedy (DK)	D Allen (DA)
D Cuthbert (DC)	G McFarlane (GMcF)	S Cooper (SC) Chair	Ursula Walsh (UW)
N McMahan (NMcM)	M Jennings (MJ)		
Apologies			
N Convery (NC)	J Parkinson (JP)		
		Action	By date
1	Declarations of interest		
	1.1 No declarations of interest.		
2	Minutes		
	2.1 Previous minutes were approved by Board		
3	Matters arising		
	3.1 SC updated on joint event with CIEH NIR and Public Health in February 2010.		
	3.3 Bookmarker was posted CIEH NIR newsletter in April 2009. Board confirmed receipt of this		
	3.4 EHOA/CIEH NIR conference: SC noted that this should be re-evaluated for future years to make it more attractive to EHPs in the north GMcF suggested devolved regions could be involved – increase networking opportunities SC noted that environmental health world conference in 2014 – potential for CIEH to host this, possibly in Belfast.		
	3.5 Michael Cole Award: SC received some responses but still waiting for submissions from Eastern and Northern Group. SC to make contact again.	SC	
4	Business Plan 2010		
	4.1 SC updated on new business plan format – 2 pg doc. Funding now split - 50% for number of members, 20% for geographical size and 30% for amount of CPD provided.		
5	International Issues		
	5.1 GMcF updated on his trip to Tanzania – met with rep from environmental health there, discussed future support to update their libraries, possibilities for practitioner exchanges, sources of funding and how to improve communications and IT. UW – would be useful to have reciprocal agreement so that we receive back from Tanzania, e.g. journal articles, examples of best practice UW to provide details of UJJ librarian who can work with Dennis on library requirements SC to investigate funding opportunities GMcF to provide report and send to board GMcF to work with CIEH IT to find out how IT can be improved for Tanzania SC to arrange shipping of computers – noted request for laptop, to be investigated further.	UW SC GMcF GMcF SC	

	5.2	SC noted need to re-engage with Norway & Sweden re practitioner exchanges, need to investigate how practitioners could be accommodated here.	SC	
6	Trustee Report			
	6.1	SC informed the board that Tom Crossan is the newly appointed Trustee to the Council of CIEH		
7	Student Issues			
	7.1	ELP training to be held on 8 Sept in UUJ – September date more convenient for students.		
	7.2	14 October 2009 – graduate presentation (afternoon) SC to ask EHP's who covered Glastonbury to speak at this event		
8	Education update			
	8.1	SC updated on training report and presented reviewed costs – around £7000 for fixed costs for the 6 events. GMcF to provide SC with another estimation of costs BH – may have someone in his org who could provide part-time support – will update SC SC to provide further details on cost for councils re no of places SC provided list of proposed topics (6). Additional topics should be submitted to SC. SC will talk to subgroups and get feedback	GMcF BH SC SC	
	8.2	GMcF updated on results of survey on training – noted that many EHPs wish to develop/improve basic skills on presenting evidence based practice. GMcF noted half day seminar in UUJ on Best Practice – 29 October 2009 – CPD credited.		
	8.3	UW noted that UUJ are now taking applications for the MSc Environmental Health Management and Practice.		
	8.4	David Montgomery Award – this year's nominee is Katy Rankin SC to locate criteria to distribute to the board		
9	Finance and Regional Funding			
	9.1	SM absent – will update at later date		
10	Membership (energizing)			
	10.1	SC asked for ideas on how to energize membership DK – could put NI region on a social networking site e/g. Facebook/Twitter MJ – could organise social event		
11	Elections 2010			
	11.1	Nominations for the board for 2010 will be sought in October prior to the elections in December.		
12	CIEH NIR Website			
	12.1	Suggested that there should be option on website to allow members to put queries/topics for discussion to the board in advance of meetings. Board agreed this would be a good member benefit.		

	DD will arrange Board noted positive feedback from recent newsletter but may consider electronic version in future.	DD	
11	Any other business		
	<p>11.1 Best of the best conference – 21-23 September - SC to send out update to board and members</p> <p>11.2 Board congratulated Dan Kennedy on his appointment as Head of Air Quality, DOE.</p> <p>11.3 MJ noted some vacancies in FSA which will be advertised soon</p> <p>11.4 DK has temporary vacancy for EHP – needs someone with acoustic/air quality experience</p> <p>UW suggested that any vacancies should be forwarded to her so she can disseminate to graduates.</p> <p>11.5 UW noted that Health and Safety Roadshow coming up – date TBC – UW will update</p>		
14	Date of next meeting & meetings for 2010		
	<p>14.1 Next meeting: 10 November 2009</p> <p>2010 meetings: 12 January 13 April 10 August 16 November</p> <p>All meetings will run from 10.30 – 12.30 and will be held in CIEH, 123 York Street.</p>		