

**London Environmental Health Managers**

**Annual Report  
2011**

**Charity Number 1122440  
Company Number 06316667**

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The Trustees present their report and the independently reviewed financial statements of the Association of London Environmental Health Managers ("ALEHM") for the 12 month period ending on the 31 December 2011.

### **Charitable Objectives**

- The Memorandum of Association lists Alehm's established objectives which are to help to protect and improve the environment and public health in London and to advance public education in environmental and public health matters, for the public benefit, by:-
- Providing a policy and strategy forum for London borough environmental health managers and staff to develop and deliver environmental health services within London;
- Developing, delivering and promoting the provision of coordinated environmental health across London; and,
- Identifying environmental health training needs and developing and delivering such training.

Publication of the Alehm 2011 business plan, the business plan and other examples of the associations' activities can be found on the Alehm web site at [www.alehm.org.uk](http://www.alehm.org.uk)

### **Chair's Introduction**

I have had the privilege of being the Chair of the Association of London Environmental Health Managers for several years and have great pleasure in seeing the organisation, during the fourth year of its charitable status, effectively delivering activities that take forward our organisational aims and bring benefit to the public.

The challenges facing local authority environmental health services in 2011 continue to impact on resources, organisational structure and service delivery but with the continued full membership from all London authorities, Alehm has been able to provide a representative voice for London to focus attention on a broad spectrum of emerging issues that affect member authorities and to provide a range of information and support to assist local authorities to keep up to date and to participate in London-wide initiatives.

2012 presents an exciting and challenging year. Local authorities will need to continue to react to the continuing squeeze in resources, to maintain robust and effective regulatory services that protect the environment and the health of London's residents, work force and visitors. In addition, with the Queens Diamond Jubilee celebrations, and the 2012 London Olympic and Paralympic Games, local authorities will have to focus their activities to ensure emerging environmental and public health risks are anticipated and controlled, to support a successful year of major events in front of the world's media. A safe successful Olympics and Paralympics Games is everyone's desire and environmental health has a vital role in achieving effective communication between services with consistent, balanced enforcement, to deliver that objective.

Alehm's partner organisations, JLARS, CIEH, London Councils and GLA have been instrumental in developing much of the infra-structure which will support regulatory services in the following months as we approach Games time. Alehm, in a joint project with the CIEH, has surveyed local authorities to establish individual support needs and in the first half of 2012 will be providing London authorities with information and support on how to meet the identified needs.

Over the last 12 months, the move to transfer public health services from Primary Care Trusts to local authorities has seen a range of operational and strategic changes across the region, with an emerging understanding of the future national and local health objectives and the important role Environmental Health Services should have in their future delivery. Focus this year will be to encourage the extended role of environmental health services in developing public health strategy and pushing for inclusion and influence on Health and Well Being Boards and in the development of local Joint Strategic Needs Assessments. Alehm has established a Public Health Working Group to assist local authorities and provide a channel of communication and forum to discuss successful projects and activities. Alehm will also continue to support a range of public health related projects, including the Healthier Catering Awards currently being adopted across London, a range of sampling projects to highlight the nutritional quality of London's popular foods.

Before describing our achievements in more detail, it is important to remember that they could not have been attained without contributions from many colleagues. Firstly I would like to thank my fellow Trustees for the support they have provided during the year. Paul Morse Director of Environmental health at Royal Borough of Kensington and Chelsea who has served as Alehm Trustee for several years and Rob Williams Environmental Health

Manager, London Borough of Barking and Dagenham has served as a Trustee for the last 2 years are both moving to new areas outside of environmental health. I wish them both success and thank them for their dedication and hard work. All my colleagues have proved essential in providing strategic direction to the organisation as well making very positive contribution to the design and delivery of our activities.

From the CIEH I would like to thank Graham Jukes, Chief Executive; Tay Potier the London Regional Policy Officer; and all the staff at the Chartered Institute who have supported our activities during the year and Kath Lewis, our student training officer.

This year we have held many of our members and topic group meetings in the conference rooms of the City of London environmental health service. I would like to extend my thanks to Jon Avern, Environmental Health & Public Protection Director, who continues his support for Alehm, in allowing us to use the facilities at Walbrook Wharf. I would also like to thank the staff at Walbrook Wharf for their hospitality and support.

As Trustees, our role is fully supported by the work and contributions of our members. I especially would like to thank colleagues who have taken on roles such as Chairs of topic groups, represented Alehm with our partner organisations or made a positive contribution in any way to the working of our Association.

There are also people from partner organisations that have supported Alehm. I would like to thank Margaret Pretty the Health and Safety Executive (HSE), London Partnership Manager, who has provided Alehm with unfailing support in helping to deliver a coordinated health and safety service in London.

I feel that it is an honour to be involved with Alehm; I believe that through our joint action we can make a positive contribution to our aim of improving and safeguarding environmental health in London to the benefit of the public and I look forward to continuing to work with you all in 2012 to take these activities forward.

## **How we approach our work**

### **Who we are**

The membership of Association of London Environmental Health Managers (Alehm) is drawn from environmental health practitioners who are responsible for the management of London borough Environmental Health Services. It has been in existence for over 10 years and has an excellent reputation in the environmental health community for delivering its action plans and making a positive contribution to improving environmental health in London.

Members decided that to enable Alehm to better achieve its aims and objectives the charitable trading company London Environmental Health Practitioners (LEHP) should be formed to run parallel with Alehm. London Environmental Health Practitioners was established as an incorporated company in 2007 and obtained charitable status in 2008. The activities of the charity are undertaken using the name Alehm. This document reports on the fourth year of charitable activities.

### **What are London's Environmental Health Services**

London's Environmental Health Services play a significant role in shaping the lives of communities. They work in the 33 London boroughs and at the London Port Health Authority, delivering services that promote and enforce environmental health provisions. Topics covered include health and safety; food safety; pest control; private sector housing standards; licensing; pollution control; and emergency planning. Over 6 million people and 250,000 businesses are recipients' of these activities.

### **How Alehm support London's Environmental Health Services**

The Association provides a policy and strategy forum to support and develop environmental health services in London; continuous improvement underpins its work. Alehm provides a link between London borough Environmental Health Managers; professional organisations, such as the Chartered Institute of Environmental Health (CIEH); and, local government bodies including the office of the London Mayor, London Councils and the Regulatory Support Unit (formerly Lacors). Links have also been developed and maintained between government bodies including the Food Standards Agency (FSA); Health and Safety Executive (HSE); Department of Health (DH); Health Protection Agency (HPA), Local Better Regulation Office (LBRO) and, the Government Office for London (GOL).

Alehm has specialist topic groups who meet regularly to develop and take forward coordinated action. The established specialist groups cover food safety and health and safety. The Association also has specialist advisers who, represent Alehm with external bodies such as Regulatory Services Unit and the FSA and provide technical support and advice to members upon request and at meetings.

## Reference and administrative information

Charity name: London Environmental Health Practitioners  
Charity registration number 1122440  
Company registration number 6316667  
Alternative name Association of London Environmental Health Managers (Alehm)  
Registered address Chadwick Court  
15 Hatfields  
London SE18DJ  
Web address Alehm.org.uk  
Email secretary@alehm.org.uk  
Telephone 07554 425823  
Banker Details HSBC Bank plc, 60 Queen Victoria Street, London EC4N 4TR

### Trustees-

Steve Miller (Chairman)	Head of Public Protection	London Borough of Newham
Rob Williams	Manager Environmental Health and Trading Standards	London Borough of Barking and Dagenham
Tay Potier	London Regional Policy Officer	Chartered Institute of Environmental Health
Graham Jukes	Chief Executive	Chartered Institute of Environmental Health
David Thrale	Head of Environmental Health	London Borough of Brent
Trevor Williams	Head of Environmental Protection	London Borough of Enfield
Paul Morse	Director of Environmental Health	Royal Borough of Kensington and Chelsea

## Ensuring our work delivers our aims and objectives to provide public benefit

At the beginning of the year the executive and members agreed a business plan containing activities that deliver our aims and objectives. The activities are grouped within the themes of-

- Partnership;
- Policy and Strategy;
- Support Services;
- Learning;
- Building Capacity.

Our activities within the themes are described below.

### Partnership

We aim to work with partners to establish and develop alliances that will help us to improve the effectiveness of service delivery.

During the year Alehm has continued to work with the charity, Healthworks in London (Healthworks). This organisation has the charitable objective of improving health by training and continues to deliver a range of projects on behalf of Alehm. Last year Alehm and Healthworks completed a project funded by the Food Standards Agency (FSA), to train food business proprietors to improve food safety in non-compliant food businesses. The FSA funded project concerned the improvement of food safety in restaurants, cafes and other catering premises in preparation for the London 2012 Olympic Games. Funding was obtained to enable 1200 food businesses in the London Olympic venue and event boroughs to benefit from workshops and one to one coaching at their establishments, in a food safety system known as 'Safer Food Better Business' (SFBB). SFBB is a practical approach to food safety management and has been developed by the agency in partnership with local authorities and business. It is aimed at helping catering businesses comply with food hygiene law and thereby

safeguard the health of their customers. The project was completed in March 2011 with the final report submitted to the Agency in May 2011.

To assist Healthworks deal with cash flow difficulties arising from delays in grant payments for work delivered, the Alehm Executive provided financial support, to ensure the viability of the project was maintained in the form of an interest free loan of £15,000 to provide working capital to enable the project to continue. The loan was repaid in full during 2011. This vital funding enabled the successful completion of the project and a paper was presented to the Alehm members meeting in May, identifying the overall success of the project with preliminary results indicating significantly improved levels of premises achieving broad compliance. The final report and evaluation of standards in food businesses that participated indicated that significant improvement in compliance levels in these businesses had been achieved.

As the Olympic and Paralympic Games approach, Alehm, working with the Agency, has successfully applied for a grant to transfer from the London Scores on the Doors scheme to the Agency's Food Hygiene Rating Scheme (FHRS). As a result most London authorities will be part of a single national scheme which will enable Alehm, London authorities and the Agency to be part of a wide public launch and provide a largely consistent scheme for the public visiting London during the summer of 2012. Closely related to this work, Alehm has also collated information from London Boroughs on the work they wish to undertake, to ensure food businesses are prepared for the opportunities and challenges presented by the huge visitor numbers and to further improve food safety in non-compliant food businesses, as part of the London-wide effort to achieve a safe and successful Games. Alehm, along with many local authorities will be submitting application to the FSA for funding, and aims to provide support services to London authorities to enable them to achieve their goals. Further information is described in the Supporting Services section of this report.

The appointment of a health professional, Sian Hale, jointly funded by Alehm and the Health Protection Agency (HPA), enabled the project to share good practice and develop common approaches to recording and investigation of gastrointestinal disease notifications by environmental health and HPA staff, to be successfully completed.

It has been a difficult year for health and safety regulation. Plans to review health and safety enforcement started to emerge through the year and our continuing partnership work with the Health and Safety Executive (HSE) has enabled us to respond to the strategic changes with a coordinated approach for London. Margaret Pretty, has played a vital role in communicating the changes to resources and service delivery within the HSE and how local authorities are expected to mirror those changes. This joint working resulted in the delivery of London work plan and this year saw the publication of a London wide document on the investigation of Legionellosis. More details about this work can be found in the "Supporting Services" section of this report.

Partnership working with Thames Water Utilities and borough environmental health services has continued during the year to ensure the prioritised treatment of rat infestation in sewers. Problems found across boroughs can be effectively passed to the new pest control company and liaison on necessary activities has improved.

During the year, contact with staff of the office of the London Mayor has continued. Two areas of work are particularly highlighted this year. The pilot Healthier Catering Commitment scheme was launched in 2011, a scheme put together by the CIEH London Regional Policy Officer, Alehm, the GLA and other stakeholders and currently has 18 London authorities participating to sign up mainly fast food businesses to make small but significant changes to the food they produce which in turn will provide a lasting impact on the health of London's population. It is an exciting piece of work targeted at a range of premises, including the fast food sector and ties in with the Mayors Health Inequalities Strategy and has now been awarded the "Inspired by 2012" mark.

As concerns about the health effects of poor air quality are growing, the November Alehm members meeting identified the problems faced by local authorities in continuing to fund the London Air Quality Network (LAQN) and a position statement was agreed and has been forwarded to the Mayor's office to highlight the issues involved and to encourage future coordinated regional funding for the whole of London, in order to secure the continuation of the service for the future..

Working with the London Fire Brigade emergency planning service, a London Scientific and Technical Advice Cell (STAC) has been developed. Following recent major safety incidents, the Government requires that all UK regions should have a STAC to provide advice to emergency planning teams in the event of a major incident occurring. The vast majority of emergencies have an environmental impact and it is important to ensure that environmental health practitioner expertise is available in the cell to provide advice for incidents in or affecting London. Experienced environmental health practitioners employed by London boroughs have volunteered to be available on call to attend the STAC when required. During the year, members taking part in the initiative have been available to attend the STAC and any exercises.

The CIEH London Regional Policy Officer and the Alehm Secretary/Coordinator are members of the CIEH London Region Management Board. The London Region of the CIEH is a member organisation supported by funding from the Chartered Institute.

Alehm continues to look at opportunities to work with the London Trading Standards Association (LoTSA) and as funding for student training is reduced in most local authorities, talks are underway for the Alehm Student Consortium to extend its role and co-ordinate the training of student trading standards officers.

## **Policy and Strategy**

We aim to provide a policy and strategy forum for London environmental health services.

We arranged a programme of Alehm members' meetings during the year. Managers are responsible for a wide range of activities within the generic term of environmental health and by providing themed meetings they are able to receive a comprehensive updates on topic areas to help inform their operational and strategic decisions.

The first meeting of the year was held in January and incorporated a presentation on the areas of work required to support local authority services prepare for the Olympic and Paralympic Games in 2012. An action list was drawn out from the workshop and from this a London wide survey to identify specific needs and pull together borough contacts for specific areas of work. This work was also carried out by the CIEH and will help direct future activities to support boroughs over the coming months.

As government spending controls take effect, London authorities are undergoing a range of operational and organisational changes. The March meeting heard from London Boroughs involved in outsourcing services and sharing elements of their services between with other boroughs. This gave members an insight into the opportunities and challenges ahead. A frequent meeting topic was the developing change to delivery of public health, as services move from the primary care trusts to local authorities over the coming years. The meeting also heard about the difficulties facing local authorities in ensuring environmental health can build on its key role in future public health delivery as these changes are introduced. The meeting heard from both local authority and public health speakers and provided suggestions on future activities.

The May meeting had a food theme, which provided updates on current issues, specifically on emerging information on food borne disease, and how London will be tackling the challenge to improve health across London. The meeting heard an update on the results of the Healthworks project to provide SFBB coaching to London's food businesses and in particular the effectiveness of this approach in achieving improved levels of food hygiene in food businesses, compared to other delivery models. Many local authorities were so encouraged by the results that they intend to use this model to deliver future improvements.

Housing took centre stage in July with a review of current initiatives affecting the service. Details of the National Landlord's Association accreditation scheme was outlined, and how members can work with the association to achieve higher standards in rented accommodation. The release of guidance on fire safety in tower blocks highlights the local authority obligations to protect their residents, following high profile fatal incidents and the environmental health role in achieving improved safety. The Green Deal, a new government initiative to promote residents to adapt their properties to make them more fuel efficient was discussed, and the restrictions and likely difficulties facing this proposed policy were highlighted.

Transport for London discussed their consultation document on the future charging for construction works which disrupt the road network during peak travel times, and the likely effect on noise to residents as construction work is carried out through the night to avoid charges. Local authorities were encouraged to respond individually to the proposals within their individual areas.

The September meeting was jointly presented by HSE and local authority representatives and featured a range of health and safety enforcement topics. The enormity of the changes being imposed on the HSE and the effect that this would have on the operational working relationships between the HSE and local authorities was discussed and the huge change in the way local authorities would have to deliver health and safety enforcement was outlined. It is clear that local authority work was expected to mirror the changes being undertaken in the HSE and that the role of local authorities in delivering health and safety enforcement might be in jeopardy if they did not follow the HSE lead. In addition to these strategic changes, the operational developments included a review of enforcement plans for the Games 2012, the publication of a plan for investigation of Legionellosis incidents and the changes to the protocol for the investigation of cases of death at work, provided practical information on developments in health and safety enforcement.

November was another themed meeting which concentrated on the emerging difficulties faced by local authorities in continuing to fund air quality monitoring stations, which make up the LAQN. A variety of speakers explained the history and evolution of air quality monitoring and the ad-hoc funding arrangements that have developed, with the majority of funding falling to individual local authorities, for a service which provides most benefit at regional and national level. As a result, there is a growing risk that this funding will be withdrawn, and the future of the network is at risk. As a result Aleh has drawn up a position statement supporting the future funding of monitoring stations to be sourced at regional level, with a call to the mayor's office to take on this strategic role.

In addition to the themes, each meeting provided an opportunity for feedback from the Alehm chair, Alehm Secretary/Coordinator, specialist advisors and for managers to brief colleagues on recent developments within their services and on items of mutual interest.

## **Support Services**

We aim to sustain technical and specialist members groups and help them keep other colleagues advised of their activities and initiatives.

There are two established technical groupings, the London Food Coordinating Group, dealing with food issues, and, The Health and Safety Liaison Group, which coordinates health and safety at work regulation and promotion by borough Environmental Health Services. Both have a structure which consists of sector groups that have representation at a strategic coordination meeting. The strategic coordination meeting also has representatives from the respective government agencies and partner organisations. Both meeting structures are supported by paid secretarial support, funded by an additional member's fee. This fee was reduced in 2011, to take account of membership concerns about value for money, and each group has been given a reduced budget with which to fund their administrative support.

The LFCG is an Alehm group that is designed to help members comply with the requirement of the FSA to ensure that they have regular liaison with staff from neighbouring environmental health services to ensure that coordinated food regulation takes place in the region. This year the group has been instrumental in preparing London for the challenges facing local authorities during the Olympics, has carried out a London wide sampling programme concentrating on both nutritional quality as well as micro-biological safety and labeling.

The activities of the Health and Safety Liaison Group have supported service delivery include the dissemination of national news and the support of the network of health and safety liaison groups. The group has also developed the London health and safety work plan which enables boroughs to prioritise and coordinate their enforcement resources to deal with the most important health and safety issues within their areas of responsibility. The work included changes to the protocol; for work related fatalities and the publication of the guidance document for investigation of Legionellosis . By sharing investigation experience and expertise between boroughs is an effective way of maintaining high quality service delivery and supporting staff.

Following technical issues which meant the Alehm web site was not on line for some weeks in January 2011, the site was rebuilt and modernised, and now has an additional search function, and clearer access to a range of support material. The web site also allows for comment and responses to ongoing projects, consultations and activities, and this element will be further developed in 2012. Members continue to access the site for information about activities, minutes and documents connected to association events and initiatives, although some more confidential information, such as minutes, are only available to local authority members accessed via a password protected route. Local authority contacts who need access should contact the secretary in the first instance.

## **Learning – student consortia**

We aim to enhance the learning and development of London staff and trainees.

The Association operates a student training consortium arrangement with participating boroughs. Students undertaking the Environmental Health degree or masters course at university are invited to apply for places on the scheme. Students appointed to the scheme receive a small annual bursary to help with their expenses but more importantly access to a managed programme of practical training placements at participating boroughs. The placements help them to develop their professional skills and complete their Experiential Learning Portfolio or Portfolio of Professional Practice.

A new cohort of students was appointed during the year. Fewer local authorities have been able to join the consortia this year, as financial savings are taking effect in all service areas. As a result fewer places were available to students, and, as usual the demand from good quality applicants far exceeded the available places. Alehm is very aware that to ensure that the high standard of competency of the environmental health profession is



maintained, effective recruitment and training of staff is essential. During the year membership dropped to 6 local authorities and as well as 3 existing students who remain on the scheme, we have appointed a further 5 students. Membership of the consortium is not confined to London, it is open to boroughs outside of London and to the private sector and when the opportunity arises they are invited to take part. It is hoped that the consortia will be extended in 2012 to offer a service, in collaboration with LoTSA, to provide training opportunities to student trading standards officers.

Alehm will be looking for additional ways to support student training within the local authority and private sector environments in 2012, to better reflect the current needs of the profession.

### **Building Capacity**

We aim to develop the business capacity of LEHP to support Alehm's future plans.

Incorporation and charitable status was achieved for London Environmental Health Practitioners. With the support from CIEH and the consultant providing secretarial and coordination support, systems and procedures have been put in place to ensure the effective governance of the company.

This annual report, will be placed on the website, copied to members and made available to journalists of the environmental health professional publications produced by the CIEH for national coverage.

### **How our activities deliver public benefit**

The users of environmental health services are the public. Effective regulation promotes efficient and productive business and promotes healthier and more sustainable communities. Environmental health services deal with the most fundamental problems these communities face. Environmental health services work to reduce health inequalities; support the vulnerable; improve local opportunities; improve the local environment and, delivers benefits to the public. Alehm provides a London centred professional focal point for all 33 boroughs and supports the delivery of consistent and balanced environmental health services.

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives. The significant activities undertaken by the charity to further its charitable purposes for the public benefit are detailed below.

Specifically in relation to the 5 themes public benefit is delivered because by:

- Identifying and establishing **partnerships** maximises the use of resources and improves the effectiveness of service delivery to the benefit of the public;
- supporting members in the development and maintenance of their **policy and strategic** knowledge assists them to design effective services that meet legislative requirements benefiting the public;
- **support services** by maintaining the technical groups helps to ensure that the expertise in environmental topics are maintained and developed and that staff are properly trained to enable them to deliver a complete service to the benefit of the public;
- **promoting learning** by helping to maintain adequate numbers of suitably qualified staff that reflect the demographic makeup of the capital and are essential to delivering sustainable services which safeguard the wider environmental health, benefiting the public;
- **building capacity** by maintaining an organisation that is effectively governed and satisfies statutory requirements to deliver its objectives for the benefit of the public.

### **Structure Governance and Management**

#### **Governing Document**

Members of the Association of London Environmental Health Managers (Alehm) decided that to enable Alehm better achieve its aims and objectives the charitable trading company London Environmental Health Practitioners (LEHP) should be formed to run parallel with Alehm. London Environmental Health Practitioners (LEHP) was established under a Memorandum of Association which established the objects and powers of the company and it

is governed under its Articles of Association. Incorporation was achieved during July 2007. A Chair and Board of Directors were elected to manage the new company.

### **Recruitment and Appointment of the executive**

The Trustees are members of Alehm and were approved to undertake the role by members of the association. The Articles of Association requires that one third of the Trustees must apply for re-election each year.

Rob Williams resigned as Trustee at the 2012 AGM, as he will no longer be working in the field of Environmental Health and Andrew Milne and Gavin Douglas have put themselves forward for election. The Executive agreed to expand the Trustee base to ensure it continued to reflect current organization changes across the environmental health profession.

### **Trustee training**

The effective induction and training of Trustees poses a challenge for new charities. Fortunately three Trustees, including the Chair, currently hold Trustee positions on the boards of other charities and consequently have experience of the role and responsibilities of the role. The board has also benefited from the support provided by the Chartered Institute of Environmental Health which is a charity and has many years of experience of operating in this capacity. Trustees new to the role have received the information provided by the Charity Commission. In future years it is anticipated that the when training needs are identified suitable training will be arranged.

### **Risk management**

The executive (on behalf of the Trustees) has undertaken a review of the major risk that the charity is exposed to. The major risks are described below-

The charity has maintained membership from all London borough environmental health managers and could face a major risk to its viability and influence if it lost the status of all borough representation. To control this risk, members are encouraged to take part in the preparation and adoption of the annual business plan and approve the fees structure. By adopting this approach members can develop a plan that meets their needs and agree a fee structure that they can afford.

The outcome of the 2010 Government Comprehensive Spending Review (CSR) is now affecting funding in all areas of public service delivery will continue to reduce the funding of local government over the next four years. London boroughs are looking at their expenditure and subscriptions to charities including Alehm could be reduced or withdrawn. The possibility of seeking funding from other sources is unlikely to be successful as the impact of the CSR will be felt across the whole of the public sector, although Alehm has made use of available grant funding to support a range of local authority initiatives with respect to food businesses. To address this pressure the Executive at the January 2011 AGM agreed to maintain fees at current levels and local authorities were offered the chance to pay a 3 year membership fee, at a 20% discount, for additional flexibility, and this has been a popular option which will be offered again this year to local authorities currently paying on an annual basis. In addition the financial performance of the Charity will continued to be closely monitored and reported to the executive on a regular basis during the year.

Internal control risks are minimised by the support provided by the CIEH and the implementation of procedures, developed by the charity, for the authorisation of all transactions and projects.

There is a risk in not receiving a clean independent examiner's report. This challenge has been met by the Secretary and the Executive with support from the CIEH by complying with all the statutory requirements in the fourth year of trading and Alehm will continue to take advice from the CIEH finance department and provide all relevant documentation to the auditors to ensure they can provide accurate reports and comments on the ongoing activities. The monthly review of ongoing activities by the trustees enables Alehm to react swiftly to any identified problems.

### **Organisational structure**

Administrative and strategic support for the organisation is provided by a consultant who supplies secretarial and coordination support. Another consultant provides support for student training activities. Alehm has a number of technical groups that support members' activities. These groups meet regularly and hold minuted meetings. Minute takers service these meetings and are paid by private agreement with the secretariat of each group, which has been allocated an annual budget.

## **Responsibilities of the executive**

The board develops and guides the strategic direction of the organisation and manages the financial activities of the group. The Memorandum and Articles of Association were drafted for the purpose of incorporation and for charitable status. Trustees are recruited and appointed in accordance with the rules of the Memorandum and Articles of Association.

## **Statement of trustees' responsibilities**

The trustees are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year. In preparing those financial statements the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the requirements of the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Business Planning**

The work of the association is directed by a business plan with progress being regularly reported to the board. Decisions are taken by the board, or where this is impracticable, they are delegated to the Chair. Chairs decisions are reported at the next convenient meeting of the board.

The organisation reviews and amends its business plan annually. The Mission Statement, Aims and Objectives are also reviewed as necessary. The business plans for 2007 to 2011 can be found at <http://www.alehm.org.uk>.

Environmental health is a rapidly developing topic that requires the Association to regularly review its business plan to ensure that it makes the most effective use of the resources it has at its disposal. It is therefore intended that performance will be reported regularly to members through reports presented at members meetings..

## **Principal Funding source**

Funding for the year was from subscription fees levied on members.

## **Investment policy**

Funds are placed in a deposit account with the bank and receive a variable interest rate.

## **Reserves Policy**

The policy requires that the organisation maintains a financial reserve of the equivalent of one year of income.

## **Plans for future period**

It is anticipated that during 2012 income will be based, as normal, on revenue obtained from member's subscriptions. The level of subscription will be agreed at the AGM.

## Financial Review

A statement of the financial activities for the year ending 31 December 2011 is provided in this report.

### Income

Member's subscription has been maintained at the 2008 amount for the year. However members were offered the opportunity to subscribe for 3 years and take advantage of a 20% discount. 13 local authorities have done so and the subscription money equally divided and allocated between the current and future 2 years. An additional charge has been made to cover the cost of providing secretarial support for the technical groups supported by the association. Income was also received during the year to fund the Student training consortium.

### Expenditure

General fund expenditure was similar to 2010. Some of the funds collected for the London scores on the doors initiative have been spent to support the scheme.

The work of the paid professional from the HPU was completed in 2010 and there was no extension of this work, although this fund will be used to fund a variety of training and support materials carried out within the work of the newly created public health group. Central administrative charges have now been applied to this fund.

The student consortium has been supported by contributions from 6 local authorities, (Brent, Croydon, Hackney, Islington, Sutton and Wandsworth) following renewal of the scheme in autumn 2011. Students appointed in 2010 continued to be paid bursaries in 2011, although income to cover this project was received from the 8 local authorities in the scheme in 2010. The students are in their second or third year of an accredited BSc. course (or year one or two of an accredited MSc. course) are invited to apply to the scheme to benefit from the practical training opportunities that they receive before they take their final examinations. This approach maximizes the number of students that can be supported and has enabled the scheme to support a further 5 new students this year, with 3 students continuing from last year's scheme with bursary payments and practical training opportunities provided during 2011. Alehm joined as an organization, and has been able to provide projects for consortium students to extend their training opportunities.

As mentioned elsewhere in this report Healthworks experienced financial difficulties during 2010 and the Alehm executive agreed to provide an interest free loan of £15,000 to the charity to provide working capital to enable the project to be completed. This loan was repaid in full during 2011.

### Financial Pressures

The Association has an ambitious and challenging work programme. In addition to supporting the profession, London is to be the venue for the Olympic and Paralympics in 2012 which will have a significant impact on the future development of environmental health.

It is essential that adequate financial reserves are maintained and a reserves policy of the equivalent of one year's income has been adopted.

Member's subscriptions have been maintained at £995 for three years and in the current financial climate it is unlikely that they will be subject to increase in the near future.

### Independent examiners

PKF (UK) LLP will be proposed for reappointment in accordance with section 485 of the Companies Act 2006 at the next Annual General Meeting.

### By Order of the Board

Steve Miller Chair



11<sup>th</sup> MAY 2012

## **Independent examiner's report to the trustees of London Environmental Health Practitioners**

I report on the accounts of the company for the year ended 31 December 2011, which are set out on pages 14 to 18.

This report is made solely to the charity's trustees, as a body, in accordance with Regulation 31 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity's trustees as a body, for my work, for this report, or for the statement I have made.

### **Respective responsibilities of trustees and examiner**

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Ian Mathieson*

Ian Mathieson, FCA  
PKF (UK) LLP,  
Farringdon Place, 20 Farringdon Road, London EC1M 3AP  
Date 15 May 2012

## London Environmental Health Practitioners

### Statement of Financial Activities Year ended 31 December 2011

	Note	2011 £	2010 £
<b>Incoming Resources</b>			
From charitable activities			
Subscriptions	2	57,128	76,520
Grants	2	<u>29,597</u>	<u>141,928</u>
		<b>86,725</b>	<b>218,448</b>
<b>Resources Expended</b>			
From charitable activities			
Expenses	2	83,684	214,359
Bursary	2	19,250	24,359
Governance Costs		<u>2,004</u>	<u>2,125</u>
<b>Total resources expended</b>		<b><u>104,938</u></b>	<b><u>240,843</u></b>
<b>Net (outgoing) / incoming resources for the year</b>		<b>(18,213)</b>	<b>(22,395)</b>
Funds and reserves brought forward at 1 January 2011		<b><u>152,704</u></b>	<b><u>175,099</u></b>
<b>Funds and reserves carried forward at 31 December 2011</b>		<b><u>134,491</u></b>	<b><u>152,704</u></b>

None of the charitable company's activities were acquired or discontinued during the above two financial years. There were no recognised gains or losses other than those shown above. All incoming and expended resources are in respect of unrestricted funds.

The notes on pages 16 to 18 form an integral part of these financial statements.

## London Environmental Health Practitioners

### Balance Sheet as at 31 December 2011

Charity Number 1122440

Company Number 06316667

	Note	2011 £	2010 £
<b>Current Assets</b>			
Healthworks loan		-	15,000
Debtors	4	3,558	6,700
Cash at bank and in hand		<u>168,351</u>	<u>157,295</u>
		<b>171,909</b>	178,995
<b>Creditors: amounts falling due within one year</b>			
	5	<u>(37,418)</u>	<u>(26,291)</u>
<b>Total net assets</b>		<u><b>134,491</b></u>	<u><b>152,704</b></u>
<b>Funds and Reserves</b>			
		2011 £	2010 £
Student consortia	2	77,069	92,601
HPA EH Professional	2	6,929	11,429
Support services	2	4,060	3,360
Scores on the doors	2	11,400	18,285
General funds	2	<u>35,033</u>	<u>27,029</u>
<b>Total funds</b>		<u><b>134,491</b></u>	<u><b>152,704</b></u>

For the year ending 31 December 2011 the company was entitled to exemption under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibility for complying with requirements of the Act with respect to accounting records and preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements on pages 14 to 18 were approved and authorised for issue by the board and signed on their behalf.

Steve Miller, Chair

Date

11<sup>th</sup> May 2012.

The notes on pages 16 to 18 form an integral part of these financial statements.

## London Environmental Health Practitioners

### Notes to the Financial Statements (Year ended 31 December 2011)

#### 1 Accounting Policies

##### 1.1 Basis of accounting

These financial statements have been prepared under the historical cost convention. They are also in accordance with applicable accounting standards, and the Statement of Recommended Practice (SORP 2005), Accounting and Reporting by Charities issued in March 2005.

##### 1.2 Resources expended

All expenditure is accounted for on an accruals basis.

Expenditure is directly allocated to specific activities and has been included in those cost categories.

Governance costs relate to the general running the charity as opposed to those costs associated with fund raising or charitable activity. These costs include Board costs, audit costs and other strategic management costs.

##### 1.4 Subscriptions

Subscriptions income is recognised on an accruals basis. Unpaid subscriptions are assessed as to their collectability.

##### 1.5 Fund accounting

**General funds** are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

**Designated funds** comprise unrestricted funds that have been set aside by the trustees for particular purposes. The aim of the use of each designated fund is set out in the notes to the financial statements.

**Restricted funds** are funds subject to a specific trust, restrictions as to use placed on the funds by the donor. Alehm has no restricted funds.

**Endowment funds** are funds where there is no power to convert the capital sum of a donation into income. The interest only can be used as directed by the donor. Alehm has no endowed funds.

##### 1.6 Deferred income

Deferred income relating to subscriptions is shown within the balance sheet. Deferred income has arisen in the year as a result of a special subscription rate offer to subscribers who pay for a 3 year period.



London Environmental Health Practitioners

Notes to the Financial Statements  
for the year ended 31 December 2011 - continued

2 Charitable Activities

2011	SFBB (page 6) £	Student Consortia (page 8) £	HPA EH Prof (page 5) £	Support Services (page 7) £	Scores on the doors (page 7) £	General Funds £	Total Funds £
<b>Income from charitable activities</b>							
Subscriptions	-	13,400	-	6,200	-	33,393	52,993
Events	-	-	-	-	-	4,135	4,135
Grants	<u>29,597</u>	-	-	-	-	-	<u>29,597</u>
Total income	<u>29,597</u>	<u>13,400</u>	-	<u>6,200</u>	-	<u>37,528</u>	<u>86,725</u>
<b>Charitable resources expended</b>							
Expenses	29,597	9,682	4,500	5,500	6,885	27,520	83,684
Bursaries	-	19,250	-	-	-	-	19,250
Governance costs	-	-	-	-	-	<u>2,004</u>	<u>2,004</u>
Total expended	<u>29,597</u>	<u>28,932</u>	<u>4,500</u>	<u>5,500</u>	<u>6,885</u>	<u>29,524</u>	<u>104,938</u>
<b>Movement in the year</b>	<u>-</u>	<u>(15,532)</u>	<u>(4,500)</u>	<u>700</u>	<u>(6,885)</u>	<u>8,004</u>	<u>(18,213)</u>
Funds 1 <sup>st</sup> January 2011	-	<u>92,601</u>	<u>11,429</u>	<u>3,360</u>	<u>18,285</u>	<u>27,029</u>	<u>152,704</u>
<b>Funds 31<sup>st</sup> December 2011</b>	<u>-</u>	<u>77,069</u>	<u>6,929</u>	<u>4,060</u>	<u>11,400</u>	<u>35,033</u>	<u>134,491</u>
<b>2010</b>							
	£	£	£	£	£	£	£
<b>Income from charitable activities</b>							
Subscriptions	-	30,150	-	12,540	-	33,830	76,520
Grants	<u>141,928</u>	-	-	-	-	-	<u>141,928</u>
Total income	<u>141,928</u>	<u>30,150</u>	-	<u>12,540</u>	-	<u>33,830</u>	<u>218,448</u>
<b>Charitable resources expended</b>							
Expenses	141,928	1,655	12,818	9,180	14,795	33,983	214,359
Bursaries	-	24,359	-	-	-	-	24,359
Governance costs	-	-	-	-	-	<u>2,125</u>	<u>2,125</u>
Total expended	<u>141,928</u>	<u>26,014</u>	<u>12,818</u>	<u>9,180</u>	<u>14,795</u>	<u>36,108</u>	<u>240,843</u>
<b>Movement in the year</b>	<u>-</u>	<u>4,136</u>	<u>(12,818)</u>	<u>3,360</u>	<u>(14,795)</u>	<u>(2,278)</u>	<u>(22,395)</u>
Funds 1 <sup>st</sup> January 2010	-	<u>88,465</u>	<u>24,247</u>	-	<u>33,080</u>	<u>29,307</u>	<u>175,099</u>
<b>Funds 31<sup>st</sup> December 2010</b>	<u>-</u>	<u>92,601</u>	<u>11,429</u>	<u>3,360</u>	<u>18,285</u>	<u>27,029</u>	<u>152,074</u>

Funds – SFBB (safer food better business), the student consortia, HPA, support services and scores on the doors funds are all designated funds. While no specific trust is in operation the subscription income received is maintained in different funds in furtherance of the wishes of the Alehm members.

## London Environmental Health Practitioners

### Notes to the Financial Statements for the year ended 31 December 2011 - continued

#### 3 Employee Costs

Alehm has no employees.

No Trustee received any remuneration for services.

#### 4 Debtors

	2011 £	2010 £
Trade debtors	<u>3,558</u>	<u>6,700</u>

#### 5 Creditors

	2011 £	2010 £
<b>Amounts falling due within one year</b>		
Chartered Institute of Environmental Health	838	13,294
Accruals and deferred income	<u>36,580</u>	<u>12,997</u>
	<u>37,418</u>	<u>26,291</u>

#### 6 Capital Commitments

At 31 December 2011 the company had no capital commitments.

#### 7 Related Party Transactions

No trustee received payments for work on behalf of Alehm.

There were no other disclosable trustees' interests for the year ended 31 December 2011.

#### 8 Controlling Party

Alehm is run by its Trustees (who are the executive), who are appointed by the members of Alehm.