

London Environmental Health Practitioners

Annual Report
2012

Charity Number 1122440
Company Number 6316667

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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**)

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Trustees

Steve Miller (Alehm Chairman)	(Alehm Chairman)	Joint Local Authority Regulatory Services (JLARS)
Graham Jukes	Chief Executive	Chartered Institute of Environmental Health
Paul Morse	Director of Benefits and Revenues	Royal Borough of Kensington and Chelsea
Trevor Williams	Head of Business and Technical Services	London Borough of Enfield
Andy Milne	Environment Department	London Borough of Barnet
Gavin Douglas	Acting Head of Environmental Health Environmental Health Manager	London Borough of Waltham Forest
Tay Potier	London Regional Policy Officer	Chartered Institute of Environmental Health

The Trustees present their report together with the audited financial statements for the year ended 31 December 2012.

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 2013 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

Chair's Introduction

I have had the privilege of being the Chair of the Association of London Environmental Health Managers for many years, with Alehm operating as a registered charity for 5 years. The last 12 months have seen Alehm successfully promote and develop environmental health services across London, highlighting issues of significance to London, supporting local authorities deliver a successful Olympic and Paralympic Games and continuing to support the organisation's aims and objectives, particularly relating to training and development of London's Environmental health professionals and supporting the next generation of professional staff.

The challenges facing local authority environmental health services in 2012 continued to impact on resources, organisational structure and service delivery but all London authorities remain members, and 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. Alehm has offered a range of information and support to assist local authorities to keep up to date and participate in London-wide initiatives. The Games in 2012 presented an exciting challenge, as member authorities took on board a wide range of activities across the spectrum of environmental health, from housing, food supply, licensing of events and public safety, but the partnership working arrangements co-ordinated under the Alehm umbrella, helped deliver a safe and successful Games as its members played a vital role in achieving effective communication between services with consistent, balanced enforcement.

2013 presents an exciting and challenging year. There will be a continuing squeeze on local authority resources, and Alehm will support member authorities to maintain robust and effective regulatory services that protect the environment and the health of London's residents, work force and visitors. As changes to the benefits regime take hold, the expected lack of affordable rented accommodation is expected to present a challenge to ensure the housing stock does not present a public health risk. Government policy to minimise regulation in order to promote the economic recovery will affect the future delivery of services and Alehm will be in the fore front of identifying new ways to protect the public from harm.

As service delivery develops, with more shared and out-sourcing of services, Alehm will review membership needs and adapt to suit the newly formed regulatory regimes.

Public health services completed the move to local authority control in April 2013, and Alehm will provide coordinated support to assist in the development of public health service delivery and ensure that strategically, the environmental health profession is seen as a major player in the delivery of related activities within public health. The CIEH/Alehm led Healthier Catering Commitments scheme has been identified by the Department of Health and Greater London Authority as an important project for future development to improve the eating habits of Londoners and Alehm will continue to support the development of this project. The Alehm Public Health Working Group ran a workshop to bring together public health professionals from the Primary Care Trusts and local authorities to improve understanding between organisations and to identify how further support can be provided. This year will see the group look at the specific London wide priority areas to support environmental health services and encourage their involvement in the delivery of an effective London wide public health service.

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. David Thrale, Head of Service, Safer Streets, London Borough of Brent, has

served as an Alehm Trustee for several years and in addition to his work on the Board of Trustees, he has offered his time and expertise to design and run the Alehm web site. David has decided to step down as Trustee this year. I thank him for his dedication and hard work and hope he may be in a position to re-join the board in the future. My thanks to all the Board members, who have proved essential in providing strategic direction to the organisation as well as 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 Averbs, 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 and we wish her luck in the future, as she takes on the role of Enforcement Liaison Officer for the Southern Area within the HSE. I also would like to thank Catriona Stewart and her team at the FSA who provided continual advice and support in the transfer of 18 London Boroughs to the Food Hygiene Rating Scheme, and Alan Noonan who assisted us in running the Olympic grant funded project.

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 2013 to take these activities forward.

Who are the members of Alehm?

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 gained an excellent reputation in the environmental health community for supporting the environmental health community 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 by LEHP, using the name Alehm. This document reports on the fifth year of charitable activities.

During the coming year we will be looking to attract a wider spectrum of organisations with similar ethos and ideology to support our activities, to widen membership and attendance and to appeal to new service providers as changes in local authority service delivery take shape.

What are London's Environmental Health Services?

London's Environmental Health Services play a significant role in shaping the lives of communities. Based in the 33 London boroughs and at the London Port Health Authority, Alehm members deliver services that promote and enforce legislation to enhance and protect the health and well-being of Londoners. Topics covered include health and safety; food safety; pest control; private sector housing standards; licensing; air quality and pollution control, including noise; and emergency planning. Over 6 million people and 250,000 businesses are recipients' of these activities.

How do 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 London Trading Standards Association (LoTSA); and local government bodies including the office of the London Mayor, London Councils and the Greater London Authority. 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), and the Better Regulation Delivery Office (BRDO). Links with Public Health (England) will be developed this year, as the new Public Health regime takes shape.

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 the BRDO, GLA, HSE and the FSA and provide technical support and advice to members upon request and at meetings. During the coming year, Alehm aims to further develop links with other London wide specialist groups, including air quality, noise (LANAF), CIEH Housing groups, to ensure the aims and objectives of the Alehm's members are incorporated into the strategic and operational activities of all London wide environmental health groups.

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 during 2012 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.

Alehm, working with the Food Standards Agency, received grant funding to transfer from the London Scores on the Doors scheme to the Agency's Food Hygiene Rating Scheme (FHRS). This successful project has meant that by the time of the Games, 26 London Boroughs were publishing food hygiene ratings on the FSA's FHRS national web site, and at December 2012, a further 2 local authorities completed their transfer. A further 3 boroughs intend to transfer over the coming few weeks, with one London Authority continuing to operate independently. Alehm provided support and assistance to 20 of these authorities, coordinating the mailing of the new paperwork, dealing with business queries and providing local authorities with data and business premises updates and returned mail. This minimised disruption to services during the busy lead in to the Games and enabled the vast majority of London authorities to launch in time for the start of the Games. Feedback from authorities on how the provided project support to them, has been very good and we hope this will be one of many cross London coordinated projects.

In addition the FSA provided funding to enable local authorities to prepare food businesses for the Games in 2012. Alehm undertook project work on behalf of several local authorities either by coordinating back filling work, which enabled the authorities to concentrate on their poorest businesses in the run up to the Games, but also provided SFBB coaching to businesses that lacked a suitable food safety management system, visited compliant businesses, to provide advice about the Games, to check that the FHRS materials had been received and to answer any questions on the transfer to the FHRS scheme. Alehm, working with the FSA and the London Food Co-ordinating Group, will review how successful this targeted work was in improving standards over the coming months.

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. The Partnership and Strategy group will continue, with HSE input from individual officers as and when appropriate, but Alehm has said goodbye to Margaret, as the

partnership role will no longer be funded by the HSE. 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 continues to grow, with support from both the DoH and the GLA, who have provided some financial support for materials. 18 London authorities are currently participating, but several others are interested. The tri-borough approach was evaluated by London Metropolitan University and a number of recommendations put forward on how to further develop the scheme. The group has applied for funding from either the London or local authority public health teams to provide a paid coordinator of the scheme for London. The aim of the scheme is 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. Also approaches are being made to chain restaurants and suppliers to widen the scope of the scheme. 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 which has been awarded the "Inspired by 2012" mark.

Alehm issued a position statement at the end of 2011, highlighting concern about the fragmentation of the London Air Quality Network, run by Kings University College, and the need to centrally fund a London wide service, as local authorities, were forced to obtain air quality monitoring services from other suppliers. The subject was reviewed again in 2012, to agree how to tackle the problem. There was no central funding, and government policy would not fund a single supplier, but London agreed there is a need for a single repository for air quality data. In 2013, Alehm will establish a small working group to look at establishing this repository and develop standard template contracts to achieve a consistent approach for London.

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 has met with representatives of 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. Issues regarding alcohol strategy and other PH work provide opportunities for partnership working and as much of Environmental Health work becomes more intelligence led, the Alehm team will look at how we might share and use intelligence to improve service delivery across regulatory services.

Policy and Strategy

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

A programme of Alehm members' meetings was delivered 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 comprehensive updates on topic areas to help inform their operational and strategic decisions.

The AGM in January focused on changes to Environmental Health delivery, and we heard about the progress of shared services at Haringey and Waltham Forest, and the development of a social enterprise scheme at Newham.

In March the focus was on a range of environmental and public health related issues, including a primary authority partnership arrangement between Cherwell District Council and Sainsbury's, a holistic approach in Newham to deal with problem licensed premises, and the Alehm plans for public health, as well as the experiences of working with the public health team, in Islington. Members also heard chilling information on human trafficking and what to look for during routine service delivery, to identify victims.

In May, we looked at preparation for the Games and a range of speakers across the spectrum of environmental health, spoke about progress and plans for the games, on public health, traffic problems and related noise issues, health and safety and food. We also had an update on outsourcing of environmental health services at Barnet and the BRDO spoke about the development of primary authority.

In July we again reviewed progress since Alehm published its statement on the future of the London Air Quality Network. Boroughs who had moved to private contractors explained the legal issues involved, and Alehm agreed to establish a small group to focus on obtaining a single repository of air quality data, along with London wide template contracts for air quality services.

The results of the Alehm membership survey on services most valued by members, was discussed and the findings developed for presentation at the AGM in January 2013.

In September the meeting focused on health and safety, and in particular the government's proposals to reduce regulatory burdens on business to promote economic recovery. The proposals mean a major change in the health and safety enforcement services and members felt the proposals were not achievable where such enforcement approaches were not in the interest of the local community.

In November, Alehm again returned to the subject of environmental health management, to hear the experiences of two merged environmental health services and issues regarding hot-desking and home working. There was also information on a London wide registration scheme for temporary housing, which local authorities are encouraged to sign up to.

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 and future changes 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 three established technical groupings, the London Food Coordinating Group, dealing with food issues, the Health and Safety Liaison Group, which coordinates health and safety at work regulation and promotion by borough Environmental Health Services and the Public Health Group, which is identifying how environmental health services can support public health teams as they move into the local authority setting. Both the food and health and safety group 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 groups are supported by paid secretarial support, funded by an additional member's fee of £200 per year. Minute taking arrangements have been changed to reflect the reduced funding, and the groups have on the whole accepted the changes and are operating in accordance with new budget arrangements.

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 intends to develop a London health and safety work plan for 2013/14, which will enable boroughs to effectively deliver a health and safety programme to fit London and local priorities.

This year, further links will be established with existing groups to ensure that information is effectively distributed to Alehm members on technical developments and strategic issues of importance, as well as to encourage consistent strategies and activities across London.

Alehm will be reviewing how to further develop the web site, in future. The web site also allows for comment and responses to ongoing projects, consultations and activities, and this element will be further developed in 2013. 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 meeting minutes and presentations, 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 and continuing professional development

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

The Association operates a student training consortium arrangement with participating boroughs and in 2012, eight London based students were given bursary support.

Changes to student practical training requirements, increased student fees and reduced local authority resources has meant that membership of the consortium has reduced to below a sustainable level. The Alehm Board considered at its November meeting how to provide suitable training opportunities in the future to meet student needs, while minimising costs to local authorities, and maintaining Alehm's objective to support the provision of the next generation of environmental health staff. The Board agreed to develop a directory of training opportunities, to be run by the student development officer and open to London based students. Local authorities will be encouraged to offer training opportunities and to use students for local projects and activities. This service will be available as part of the Alehm annual subscription. In addition, those councils wishing to continue as a member of the consortium will be able to specify their student needs and students will be recruited in accordance with those requirements. Alehm will be looking for additional ways to support student training within the local authority and private sector environments in 2013, to better reflect the current needs of the profession.

Alehm held 6 members meetings and 1 half day work shop, offering a total of 26 hours of CPD training opportunity for EHPs working within London local authorities and a total of 214 attendees at the meetings with representatives from between 15 and 24 local authorities out of a total of 33 members.

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.

David Thrale has resigned as Trustee, as he will no longer be working in the field of Environmental Health and David Booker has offered to put himself forward for election. Trevor Williams and Paul Morse will also apply for re-election this year.

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 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 but 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. Surveys of member needs and a regular review of activities to ensure Alehm meet the needs of changing membership and local authority organizational change will also minimize the risk of reducing member numbers.

Alehm Trustees will also ensure that operational activities are financially sustainable and the organisation ensures its spending reflects its income. Alehm has made use of available grant funding to support a range of local authority initiatives with respect to food and will continue to look for other similar opportunities. To address the financial pressure, the Executive at the January 2011 AGM agreed to maintain fees at current levels and offered local authorities the chance to pay a 3 year membership fee, at a 20% discount. This has been a popular option which will be offered again this year to local authorities currently paying on an annual basis. Before the extended period ends in 2014 the Board will review closely how to broaden membership in line with organisational aims. 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 CIEH support and the implementation of procedures, developed by the charity, for the authorisation of all transactions and projects. The operation of the web site and financial arrangements will be reviewed in 2013

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 sixth 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 problem areas. On occasions where monthly Executive meetings cannot take place, an alternative method of business review will be established.

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 Association. 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 responsibilities of the Board of Trustees

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. The Chair's 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 2013 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 2013 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

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. 16 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. Additional income was received during the year from grant funding for a specific project.

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

Expenditure - General fund expenditure included costs of the coordinator, Alehm meetings, student consortium and CIEH financial support. The coordinator's work was largely focused on delivering the grant funded projects, and much of the coordinator's costs in 2012 were covered by this funding so expenditure was less than usual. Fewer students were appointed to the student consortium in 2012 as membership numbers fell, but income fell away dramatically during the year. It is therefore expected that future expenditure on the consortium will be much reduced, but with similar reduction in income.

Alehm was awarded significant grant funding by the FSA this year for delivery of a project to transfer London Authorities to the Food Hygiene Rating Scheme and to prepare food businesses for the Olympics. The grant funding covered the costs incurred by Alehm, and payments totaled £223,525, with an additional £36,880 of work delivered for Haringey, Kingston and Lambeth councils, as part of their grant funded project work. These projects were completed during 2012, although a small variation to the FHRS project has enabled Alehm to assist both Waltham Forest and Brent to take advantage of Alehm support in their transfer during the first 3 months of 2013, amounting to around £5,000.

Student consortium

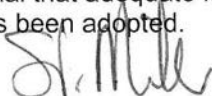
Fewer members of the consortium has led to difficulties in allocating students to places, and even further reductions in numbers in 2012 meant a review of the scheme was required to establish how to support student training in London in the future. As a result the issuing of subscriptions for the consortium were delayed while the review was carried out and as a result, no income was received as part of the consortium this year. Expenditure currently totals £18,320 a year, but this will be reduced in 2013. A number of changes will be implemented in 2013. Only one student remains on the books and specific students will be appointed to the boroughs wishing to remain within the old style consortium to meet their individual needs. £6800 income is expected from this source. Further student training will be carried out as part of the Alehm annual subscription, as a training directory is established for London.

Further income will be provided from administrative costs applied to local authorities setting up individually funded bursary arrangements. A rate of £600 per student has been agreed.

A scheme to provide bursary payments to student training standards officers has now been set up, with £4000 income during the year.

Reserves

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



By Order of the Board

Steve Miller, Chair
Date:

14/08/13.

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 2012, which are set out on pages 14 to 19.

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. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of Institute of Chartered Accountants in England and Wales.

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;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to 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
BDO LLP
55 Baker Street, London W1U 7EU, United Kingdom
Date: 19 August 2013

London Environmental Health Practitioners

Statement of Financial Activities (incorporating an income and expenditure account) Year ended 31 December 2012

	Note	Unrestricted Funds £	Restricted Funds £	2012 £	2011 £
Incoming Resources					
From charitable activities					
Subscriptions	2	54,940	-	54,940	57,128
Grants and contracts	2	<u>153,663</u>	<u>106,495</u>	<u>260,158</u>	<u>29,597</u>
		208,603	106,495	315,098	86,725
Resources Expended					
From charitable activities					
Expenses	2	32,608	-	32,608	54,087
Grant and contract expenses	2	<u>153,663</u>	<u>106,495</u>	<u>260,158</u>	<u>29,597</u>
Bursary	2	11,550	-	11,550	19,250
Governance Costs		<u>2,246</u>	-	<u>2,246</u>	<u>2,004</u>
Total resources expended		<u>200,067</u>	<u>106,495</u>	<u>306,562</u>	<u>104,938</u>
Net incoming / (outgoing) resources for the year		8,536	-	8,536	(18,213)
Funds and reserves brought forward at 1 January 2012		<u>134,491</u>	-	<u>134,491</u>	<u>152,704</u>
Funds and reserves carried forward at 31 December 2012		<u>143,027</u>	-	<u>143,027</u>	<u>134,491</u>

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 19 form an integral part of these financial statements.

London Environmental Health Practitioners

Balance Sheet as at 31 December 2012

Company Number 6316667

	Note	2012 £	2011 £
Current Assets			
Debtors	5	61,900	3,558
Cash at bank and in hand		<u>112,682</u>	<u>168,351</u>
		174,582	171,909
Creditors: amounts falling due within one year	6	<u>(31,555)</u>	<u>(37,418)</u>
Total net assets		<u>143,027</u>	<u>134,491</u>
Funds and Reserves			
Student consortia	2	77,452	77,069
HPA EH Professional	2	6,537	6,929
Support services	2	8,850	4,060
Scores on the doors	2	5,840	11,400
General funds	2	<u>44,348</u>	<u>35,033</u>
Total funds		<u>143,027</u>	<u>134,491</u>

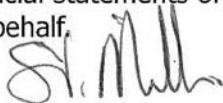
For the year ending 31 December 2012 the company was entitled to exemption under section 477 of the Companies Act 2006.

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 19 were approved and authorised for issue by the board and signed on their behalf.



Steve Miller, Chair

Date 14/08/13.

The notes on pages 16 to 19 form an integral part of these financial statements.

London Environmental Health Practitioners

Notes to the Financial Statements

(Year ended 31 December 2012)

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 Revenue grants

Revenue grants are credited to incoming resources on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.

1.6 Contractual income

Income from contracts for services is recognised in the period when the services are provided.

1.7 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 had one restricted fund during the year.

London Environmental Health Practitioners

Notes to the Financial Statements
for the year ended 31 December 2012 - continued

2 Charitable Activities

2012	SFBB	Olympics	Unrestricted			Support Services	Scores on the doors	General Funds	Total Unrestricted Funds	Restricted FHRS	Total Funds
			Student Consortia	HPA	EH Prof						
Page reference	6	6	8	8	8	6	£	£	£	£	£
Income from charitable activities											
Subscriptions	-	-	20,005	-	6,800	-	28,135	54,940	-	-	54,940
Grants	-	116,263	-	-	-	-	37,400	153,663	106,495	-	260,158
Total income	-	116,263	20,005	-	6,800	-	65,535	208,603	106,495	-	315,098
Charitable resources expended											
Expenses	-	-	8,072	392	2,010	5,560	16,574	32,608	-	-	32,608
Grant expenses	-	116,263	-	-	-	-	37,400	153,663	106,495	-	260,158
Bursaries	-	-	11,550	-	-	-	-	11,550	-	-	11,550
Governance costs	-	-	-	-	-	-	2,246	2,246	-	-	2,246
Total expended	-	116,263	19,622	392	2,010	5,560	56,220	200,067	106,495	-	306,562
Movement in the year	-	-	383	(392)	4,790	(5,560)	9,315	8,536	-	-	8,536
Funds 1 January 2012	-	-	77,069	6,929	4,060	11,400	35,033	134,491	-	-	134,491
Funds 31 December 2012	-	-	77,452	6,537	8,850	5,840	44,348	143,027	-	-	143,027

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. The restricted fund during the year related to a Food Standards Agency grant for work in relation to the Food Hygiene Rating Scheme.

London Environmental Health Practitioners

Notes to the Financial Statements for the year ended 31 December 2012 - continued

2 Charitable Activities

2011	SFBB		Olympics		Student Consortia		Unrestricted HPA EH Prof		Support Services		Scores on the doors		General Funds		Total Unrestricted Funds		Restricted FHRS		Total Funds		
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
Income from charitable activities																					
Subscriptions	-	-	-	-	13,400	-	-	6,200	-	-	-	-	33,393	52,993	-	-	-	-	-	52,993	
Events	-	-	-	-	-	-	-	-	-	-	-	-	4,135	4,135	-	-	-	-	-	4,135	
Grants	29,597	-	-	-	-	-	-	-	-	-	-	-	-	29,597	-	-	-	-	-	29,597	
Total income	29,597	-	-	-	13,400	-	-	6,200	-	-	-	-	37,528	86,725	-	-	-	-	-	86,725	
Charitable resources expended																					
Expenses	-	-	-	-	9,682	4,500	5,500	6,885	-	-	-	-	27,520	54,087	-	-	-	-	-	54,087	
Grant expenses	29,597	-	-	-	-	-	-	-	-	-	-	-	-	29,597	-	-	-	-	-	29,597	
Bursaries	-	-	-	-	19,250	-	-	-	-	-	-	-	-	19,250	-	-	-	-	-	19,250	
Governance costs	-	-	-	-	-	-	-	-	-	-	-	-	2,004	2,004	-	-	-	-	-	2,004	
Total expended	29,597	-	-	-	28,932	4,500	5,500	6,885	-	-	-	-	29,524	104,938	-	-	-	-	-	104,938	
Movement in the year	-	-	-	-	(15,532)	(4,500)	700	(6,885)	8,004	(18,213)	-	-	8,004	(18,213)	-	-	-	-	-	(18,213)	
Funds 1 January 2011	-	-	-	-	92,601	11,429	3,360	18,285	27,029	152,704	-	-	27,029	152,704	-	-	-	-	-	152,704	
Funds 31 December 2011	-	-	-	-	77,069	6,929	4,060	11,400	35,033	134,491	-	-	35,033	134,491	-	-	-	-	-	134,491	

London Environmental Health Practitioners

Notes to the Financial Statements for the year ended 31 December 2012 - continued

3 Net incoming / (outgoing) resources for the year

Net incoming resources are stated after charging:

	2012 £	2011 £
Independent examiner's fee	<u>2,250</u>	<u>2,220</u>

4 Employee Costs

Alehm has no employees. No Trustee received any remuneration for services.

5 Debtors

	2012 £	2011 £
Trade debtors	<u>61,900</u>	<u>3,558</u>
	<u>61,900</u>	<u>3,558</u>

6 Creditors

	2012 £	2011 £
Amounts falling due within one year		
Chartered Institute of Environmental Health	9,178	838
Accruals and deferred income	<u>22,377</u>	<u>36,580</u>
	<u>31,555</u>	<u>37,418</u>

7 Capital Commitments

At 31 December 2012 the company had no capital commitments.

8 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 2012.

8 Controlling Party

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

