



London Environmental Health Practitioners

trading as

Association of London Environmental Health Managers

**Annual Report
2013**

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)
Registered address	Chadwick Court 15 Hatfields London SE18DJ
Web address	www.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 (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, Environment Department	London Borough of Enfield
Andy Milne	Acting Head of Environmental Health	London Borough of Barnet
Gavin Douglas	Environmental Health Manager.	London Borough of Waltham Forest
Tay Potier	Previously Regional Policy Officer	Chartered Institute of Environmental Health
David Booker	Group Manager, Environmental Health and Trading Standards	Royal Borough of Kingston Upon Thames

The Trustees present their report together with the audited financial statements for the year ended 31 December 2013.

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 Association's 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 6 years. Over the last 12 months Alehm has successfully increased the Association's standing and profile in London, and with this, increased recognition of the strategic role environmental health services can play in the delivery of regional and national strategic objectives, particularly in the public health field. We have continued to highlight issues of significance to London, including the public health impact of ineffective sewer baiting, the potential effect of the BRDO Regulators Code on local authorities and commented on the need for the practical implementation of the draft animal feed code of practice in London. We continue to support Alehm's aims and objectives, particularly relating to training and development of London's environmental health professionals and are now working closely with the CIEH, Middlesex University and local authorities to support the next generation of professional staff.

Throughout 2013, changes continued to local authority structures and environmental health service delivery which have had a major impact on Alehm's work priorities, and there have been opportunities to take on service areas on behalf of local authorities, in particular relating to future public health projects, including developing a shisha project and the growth of the healthier catering commitment, and the implementation of an animal feed service plan for London. Alehm will continue to identify areas of environmental health work where London wide planning and support is both beneficial and efficient.

All London authorities remain members and as a result, 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 including compliance with animal feed responsibilities.

2014 presents an exciting and challenging year, with new opportunities to coordinate public health projects for London. 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. The Government continues to reduce resources allocated to local government and Alehm will be in the fore front of identifying areas of emerging concern to protect the public from harm and reduce the impact of health inequalities.

Alehm reviewed membership arrangements in 2013 to take account of the changing service delivery arrangements being developed in London over the coming years. In consultation with members, Alehm has produced broad new membership proposals which aim to expand membership whilst maintaining the core strategic delivery arrangements and charitable objectives. The Trustees will now review practical implementation of the new arrangements, before formally submitting to the membership for approval.

Alehm has developed its practical work arrangements this year with LoTSA, and has regular meetings with the London regional public health team, where future project and funding opportunities are being explored.

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. Trevor Williams, Head of Business and Technical Services at Enfield has been a trustee for many years and has decided to stand down as he intends to retire in 2014. Also Andrew Milne, has been a Trustee for the last 3 years and has decided to step down as he will no longer be working for a London authority. I thank them both for their dedication and hard work. 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 work plan.

From the CIEH I would like to thank Graham Jukes, Chief Executive, 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 Su Holmes, the coordinator of LoTSA, who has been the force behind the growing working relationship and jointly delivered projects with our trading standards partners. Richard Boland, from the HSE, has taken over the partnership and liaison role from Margaret Pretty. I would also like to thank Lily Makurah from Public Health England for the developing role between environmental health services and her role in promoting the work of London's environmental health services to the regional public health team.

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 2014 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 using the name Alehm. This document reports on the fifth year of charitable activities.

During the coming year we will be looking to work with 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 and improving the lives of communities. Based in the 33 London boroughs and at the London Port Health Authority, Alehm members deliver services that enhance and protect the health and well-being of Londoners. Public services include health and safety; food safety and standards and animal feed; pest control; private sector housing and health; 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, the Greater London Authority and Public Health England. 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); and the Better Regulation Delivery Office (BRDO).

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. Through 2013, Alehm further developed the links and working relationships with other London wide specialist groups, including London Air Quality Network, the noise coordinating group (LANAF), the Pest Liaison Group, the Special Treatment group and the Licensing group. The CIEH Housing groups have also come under the umbrella of Alehm. Over the coming year, Alehm will work to ensure that the aims and objectives of the Alehm's members are incorporated into the strategic and operational activities of all London wide environmental health groups and will assist with funding for priority areas of work.

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 2013 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.

Following on from completing a successful FHRS and Olympic project in 2012, the FSA approached Alehm to consider the delivery of a regional project on animal feed for London. A bid for a scoping project, to identify the businesses in London for inclusion in an inspection and enforcement programme to meet local authority statutory duties to enforce animal feed legislation, was approved by the FSA and the project was undertaken between September and December 2013. Alongside this, LoTSA are undertaking a farm project, and are inspecting a range of farms, within the London region. This work will be combined with the Alehm findings to produce a complete picture of animal feed businesses in London. The Alehm project identified around 70 businesses that should have been registered, and require inspection as well as a number of additional areas of enquiry to enable us to gain a full understanding of the animal feed chain in London. A second bid is now being submitted to the NTSB, who are running the national feed grant funding project on behalf of the FSA, to carry out routine inspections and to set up a service plan for animal feed for London. We would encourage all London authorities to participate to access funding and to ensure they can meet their statutory obligations in this area.

Liaison with LoTSA has been very successful in 2013. The joint animal feed work will lead to a London wide service plan on animal feed, and a Memorandum of Understanding on future work in this area. In addition, there are regular meetings with LotSA and PHE to identify areas of joint working and potential future funding. A training morning was organised at the CIEH in November, when a range of areas of joint interest was discussed, on enforcement, animal feed and public health projects.

The loss of the partnership role at the HSE has reduced the level of partnership working and liaison. Richard Boland attends partnership meetings and provides support.

Local authorities reported problems with the effectiveness of sewer baiting arrangements as Thames Water Utilities were not meeting the joint working agreement. One region no longer met regularly following a lack of

action and cooperation from TWU. Alehm approached TWU and outlined the problems experienced by London authorities and a routine meeting was set up, with a newly appointed London wide TWU representative, Mike Gunn, who had sufficient control to deal with London as a whole. Although there have been signs of improvement and the revised protocol is being developed, there is little change at operational level. Alehm will continue to liaise with Thames and deal with this in a coordinated way, to achieve lasting improvement.

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. 19 London authorities are currently participating, but several others are interested. Grant funding has been received by London Metropolitan University to work with participating businesses and local authorities to evaluate the barriers to businesses in taking up the HCC and to find the most successful approaches and examples of best practice. The scheme is being expanded to outside London, as health services across multiple local authority boundaries take shape. The group has developed a memorandum of understanding for new members to achieve consistency as the scheme expands, including incorporating authorities outside London.

As part of the animal feed project, many businesses indicated that they would want to send their food waste to animal feed but either did not know how or had found it too difficult or expensive. Many were keen to know how they could go about this. The GLA has a special group looking at waste, and is keen to liaise with Alehm as part of the animal feed project, to develop advice and support to local authorities to advise relevant businesses how to dispose of their waste food more sustainably. This will be a priority for 2014.

The Alehm Secretary/Coordinator is a member of the CIEH London Region Management Board. The London Region of the CIEH is a member organisation supported by funding from the Chartered Institute.

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. Members 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 future changes on emergency planning, following the changes to public health delivery, a discussion about the National Code on health and safety enforcement, a review of the Department of Health's Responsibility Deal and proposals from NAFN on a national prosecution database.

The March meeting focused on Housing, with talks on innovative housing projects, including achieving minimum standards in rented accommodation used for benefits claimants in Jersey and licensing in Newham, an update on funding for energy saving measures as well as an update on public health transition, prior to transfer to local authorities in April.

In May, there was an update on air quality issues from the GLA and DeFRA, as well as a presentation from the BRDO on updates to the Regulator's Compliance Code, and from the HSE on the National Code. Finally we had a presentation on POCA and how this can be used in environmental health prosecutions.

In July there was an update on food policy and on horsemeat, and an update on pest control issues across London. There was information on the Public Health Register, and how this may be available to environmental Health professionals, and a briefing about animal feed.

In September, a health and safety themed meeting included a session on the Healthy Workplace Charter, an overview of future health and safety policy from the HSE, implementation of the National Code and examples of Primary Authority Partnerships.

Finally in November there was a very informative session on future service delivery models, including development of a staff led mutual at Wandsworth, shared services at Hammersmith and Fulham and Kensington and Chelsea and outsourcing of Barnet Regulatory Services to Capita Symmonds.

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 assists environmental health services to support public health teams as they move into the local authority setting and identifies public health priorities relevant to environmental health for London wide strategic delivery. 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. Groups have significantly reduced the cost of secretarial support over the last 12 months, and Alehm is examining how additional support can be given to enable the groups to meet priorities.

The LFCG is an Alehm group that is designed to help members comply with the requirement of the FSA to provide regular liaison with individual environmental health services and ensure that coordinated food regulation takes place in the region. This year the group focused on a range of priorities, including animal feed enforcement, looking at competency and consistency. It established a London wide sampling programme concentrating on both nutritional quality as well as micro-biological safety and labelling.

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 responded to the proposals outlined in the National Code and implemented the changes across London.

Further links have been established with other London wide 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. The secretary is currently working with each group to achieve agreement on working relationships with Alehm and to identify how Alehm can support their work.

Future developments to the web site are planned. The web site also allows for comment and responses to ongoing projects, consultations and activities, and this element will be further developed in 2014. 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 2013, 5 students were given bursary support, with 4 students appointed to local authority placements.

Alehm has been working with Middlesex University and consulting with local authorities to identify what students current training needs are, and what local authorities can offer in support. The secretary attended a session at Middlesex University to speak to students and is encouraged that the intention of most students is to work in local authorities as enforcement officers. This year Alehm will use new delivery structures to provide a range of placements and project opportunities for students, in line with professional needs.

Alehm held 6 members meetings and 1 half day work shop, offering a total of 25 hours of CPD training opportunity for EHPs working within London local authorities.

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, although the name is not well recognized, and we propose in future to rename the charity Alehm, its usual trading name. With the support from CIEH and an appointed 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 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.

Andrew Milne and Trevor Williams have resigned this year but are not standing for re-election, so members have been approached to identify new Trustees.

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. For 2014, membership will be expanded, in line with member approval but in the meantime Trustees have proposed an increase in annual subscription to £1050 for one year's subscription and £2600 for 3 year's advance subscription which will be presented to the AGM in January. 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.

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 seventh year of trading and Alehm will continue to take advice from the CIEH finance department and provide all relevant documentation to appointed auditors or independent financial examiners to ensure they can provide accurate reports and comments on the ongoing activities. At the February 2013 Executive meeting the Board agreed not to appoint auditors to carry out the independent financial examination, but to appoint a suitably experienced individual with a general understanding of Alehm activities and a working knowledge of budgets and accounting practices to provide an independent assessment of the finances for the annual report. Risks would be minimised as an audit of the accounts would be implemented every 3 years and all finance work is undertaken by the finance department of the CIEH, who are independently audited annually, and operate the Alehm accounts using the same operational standards as those applied within the CIEH itself. Although the company accounts are accrual accounts, the financial activity of Alehm is relatively straight forward and would not require the appointment of qualified accountant.

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. The aim of the Trustees is to maintain the current the current financial reserves and ensure income broadly matches expenditure, to ensure that the Charity maintains sufficient reserves to support ongoing projects, Finance reports are reported to the Trustees regularly and any changes which are likely to affect the financial position are brought to Trustee attention and action taken is recorded in minutes.

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 through chairman or secretary's reports.

Principal Funding source

Funding for the year was from subscription fees levied on members, with some funding for specific grant aided projects.

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 2014 income will be based, as normal, on revenue obtained from member's subscriptions and some grant funding. The level of subscription will be agreed at the AGM.

Financial Review

Income - Member's subscription has been maintained at the 2008 level for 5 years and an increase in line with inflation has been recommended by the Board. Members will continue to be offered the opportunity to subscribe

for 3 years and take advantage of a 20% discount. 19 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 of £200 per year, which it is intended will remain constant. Additional income was received during the year from grant funding for a specific project.

Income for the student consortium increased significantly in the year, but the funds are held for local authorities to use in future bursary payments, as only a modest fee of £600 is levied by Alehm for the administrative work involved in this work.

Expenditure - General fund expenditure included costs of the coordinator, Alehm meetings, student consortium and CIEH financial support. CIEH fees were reduced to £12,000 plus VAT this year as there is reduced support following the redundancy of the Regional Policy Officer, who is now undertaking some project work on behalf of Alehm.

Alehm was awarded significant grant funding by the FSA this year for delivery of a regional animal feed project, of which 40% was paid up front and the remainder will be paid in February, following submission of the final project. Most expenditure has been made for this project.

Student consortium

There are now only 2 full members of the student consortium. However some additional income is being obtained as Wandsworth has allocated bursary funding for students in trading standards and environmental health.


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.

Independent examiners

It will be proposed at the next Annual General Meeting that Alehm appoint a freelance independent examiner to review the 2013 accounts to reduce costs to the charity, and will appoint an auditor to do a full review every 3 years.

By Order of the Board



Steve Miller, Chair
Date: 24/1/2014

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 2013, 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) but an independent examination is needed and I was approached, to undertake an independent examination of the accounts. This is required as the Charity had an income in the year in excess of £25,000, but less than £250,000. The Trustees intend to have a full audit of the accounts every 3 years, with an independent examination in the intervening years.

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. My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and I would seek an explanation from you as trustees if any such matters were identified. 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 which gives me cause to believe that in any material respect the accounting records and prepared accounts do not meet the standards required and I did not identify any matters to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gerry McCarthy

Independent Examiner

Dated 1st day of October 2014.

London Environmental Health Practitioners

Statement of Financial Activities (incorporating an income and expenditure account) Year ended 31 December 2013

	Note	Unrestricted Funds £	Restricted Funds £	2013 £	2012 £
Incoming Resources					
From charitable activities					
Subscriptions	2	59,940	-	59,940	54,940
Grants and contracts	2	<u>1,980</u>	<u>5,478</u>	<u>7,458</u>	<u>260,158</u>
		61,920	5,478	67,398	315,098
Resources Expended					
From charitable activities					
Expenses	2	37,486	-	37,486	32,608
Grant and contract expenses	2	<u>1,980</u>	<u>5,478</u>	<u>7,458</u>	<u>260,158</u>
Bursary	2	<u>10,475</u>	-	<u>10,475</u>	11,550
Governance Costs		<u>3,186</u>	-	<u>3,186</u>	<u>2,246</u>
Total resources expended		<u>53,127</u>	<u>5,478</u>	<u>58,605</u>	<u>306,562</u>
Net incoming resources for the year		8,793	-	8,793	8,536
Funds and reserves brought forward at 1 January 2013		<u>143,027</u>	-	<u>143,027</u>	<u>134,491</u>
Funds and reserves carried forward at 31 December 2013		<u>151,820</u>	<u>-</u>	<u>151,820</u>	<u>143,027</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 2013

Company Number 6316667

	Note	2013 £	2012 £
Current Assets			
Debtors	5	2,692	61,900
Cash at bank and in hand		<u>175,974</u>	<u>112,682</u>
		178,666	174,582
Creditors: amounts falling due within one year			
	6	<u>(26,846)</u>	<u>(31,555)</u>
Total net assets		<u>151,820</u>	<u>143,027</u>
Funds and Reserves			
Student consortia	2	86,973	77,452
HPA EH Professional	2	6,537	6,537
Support services	2	9,680	8,850
Scores on the doors	2	427	5,840
General funds	2	<u>48,203</u>	<u>44,348</u>
Total funds		<u>151,820</u>	<u>143,027</u>

For the year ending 31 December 2013 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 14/10/2014

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 2013)

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 of 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 2013 - continued

2 Charitable Activities

2013	Unrestricted				General Funds	Total	Restricted	Total Funds
	Student Consortia	HPA EH Prof	Support Services	Scores on the doors		Unrestricted Funds	FHRS	
Page reference	8		8				6	
	£	£	£	£	£	£	£	£
Income from charitable activities								
Subscriptions	25,000	-	7,000	-	27,940	59,940	-	59,940
Grants	-	-	-	-	1,980	1,980	5,478	7,458
Total income	<u>25,000</u>	-	<u>7,000</u>	-	<u>29,920</u>	<u>61,920</u>	<u>5,478</u>	<u>67,398</u>
Charitable resources expended								
Expenses	5,004	-	6,170	5,413	20,899	37,486	-	37,486
Grant expenses	-	-	-	-	1,980	1,980	5,478	7,458
Bursaries	10,475	-	-	-	-	10,475	-	10,475
Governance costs	-	-	-	-	3,186	3,186	-	3,186
Total expended	<u>15,479</u>	-	<u>6,170</u>	<u>5,413</u>	<u>26,065</u>	<u>53,127</u>	<u>5,478</u>	<u>58,605</u>
Movement in the year	<u>9,521</u>	-	<u>830</u>	<u>(5,413)</u>	<u>3,855</u>	<u>8,793</u>	-	<u>8,793</u>
Funds 1 January 2013	<u>77,452</u>	<u>6,537</u>	<u>8,850</u>	<u>5,840</u>	<u>44,348</u>	<u>143,027</u>	-	<u>143,027</u>
Funds 31 December 2013	<u>86,973</u>	<u>6,537</u>	<u>9,680</u>	<u>427</u>	<u>48,203</u>	<u>151,820</u>	-	<u>151,820</u>

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 2013 - continued

2 Charitable Activities

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

London Environmental Health Practitioners

Notes to the Financial Statements for the year ended 31 December 2013 - continued

3 Net incoming / (outgoing) resources for the year

Net incoming resources are stated after charging:

2013	2012
£	£

Independent examiner's fee

2,250

4 Employee Costs

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

5 Debtors

2013	2012
£	£

Trade debtors

2,692 61,900

2,692 61,900

6 Creditors

2013	2012
£	£

**Amounts falling due
within one year**

Chartered Institute of Environmental Health
Accruals and deferred income

3,036 9,178
23,810 22,377

26,846 31,555

7 Capital Commitments

At 31 December 2013 the company had no capital commitments.

8 Related Party Transactions

One trustee, Tay Potier through her company Lime Consultancy Limited, received payments of £3,867 in 2013 (£nil in 2012) for work on behalf of Alehm. There were no other disclosable trustees' interests for the year ended 31 December 2013.

8 Controlling Party

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