



**London Environmental Health Practitioners**

trading as

**Association of London Environmental Health Managers**

**Annual Report  
1<sup>st</sup> January to 31<sup>st</sup> December 2014**

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 ( <b>Alehm</b> )
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## Trustees

Steve Miller	Alehm Chairman	Director JLARs (Retired)
Graham Jukes	Chief Executive	Chartered Institute of Environmental Health
Paul Morse	Director of Benefits and Revenues.	Royal Borough of Kensington and Chelsea
Tay Potier	Commercial Manager	Royal Borough of Greenwich
Gavin Douglas		London Borough of Barking and Dagenham
Jonathan Averbs	Director	City of London
William Adolph		London Borough of Newham
Esther Hughes		London Borough of Enfield

The Trustees present their report together with the audited financial statements for the year ended 31 December 2014.

## **Charitable Objectives**

The Memorandum of Association states Alehm's established objectives, to help protect and improve environmental health 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 local authority lead officers in Environmental Health and their staff, to promote, develop and support the delivery of environmental health services within London;
- Identifying environmental health training needs and developing and delivering such training.
- Publication of an annual business plan to outline the annual aims and objectives of the organisation.

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

## **Chair's Introduction**

I have had the privilege of being the Chair of the Association of London Environmental Health Managers (Alehm) for many years, and have led the organisation from its early days, through the transition to a registered charity (London Environmental Health Practitioners, trading as Alehm) in 2007 and I continue to steer its progress as Alehm increasingly takes a coordinating role to support London wide activities on behalf of London's environmental health services. Alehm continues to represent all 33 London Boroughs. I have seen the organisation extend its operational profile over the last 12 months and with this, Alehm is increasingly being recognised as an effective regional organisation, acting in a liaison role between national and regional partners and the individual local authority services. Alehm promotes the strategic role environmental health services can play in the delivery of regional and national strategic objectives, particularly in respect of key public health outcomes. We have continued to highlight issues of significance to London, including, in 2014:

- concerns about the resources available for future enforcement of food crime, following the publication of the Elliott Review,
- promotion of successful public health projects which have been led or been delivered by environmental health teams and
- the public health impact of ineffective sewer baiting by Water Authorities.

Training and education is central to Alehm's charitable activities. The organisational aim is to provide a broad range of topical presentations for members in technically themed meetings, which will keep senior environmental health professionals abreast of strategic and technical developments and emerging issues across the diverse environmental health spectrum. This year we have been able to offer over 30 hours CPD. We know from membership questionnaires that the training element of Alehm's work is particularly valued and for the coming year we aim to extend the training opportunities for both managers and technical lead officers.

In addition to expanding training for London's professional managers, we have established a training programme for students studying for a BSc or MSc in environmental health. As local authority training opportunities and student funding has reduced, the student consortium was no longer sustainable in its existing format. This year we have piloted a scheme where local authorities offered short term placements to support a range of training opportunities for the Alehm students. This will be reviewed and evaluated in spring 2015 with a view to extending the opportunities provided by Alehm to prepare London based professional officers for the future.

The austerity measures imposed on local authorities continue to take hold and environmental health services remain subject to organisational changes, with new methods of service delivery. Alehm's activity is increasingly geared towards supporting local authority services by taking on regional activity. In 2014 we undertook the following projects:

- Regional coordination of the grant funded animal feed inspection and sampling programme for London.
- Coordinated a FSA funded project on behalf of London authorities to increase the number of food premises which display FHRS stickers.

- Piloted a project to establish the collection and disposal arrangements of foods sold to retailers on a sale or return agreement to examine how surplus food is used.

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 full members of Alehm, and this provides the organisation with a representative voice for London to bring wider attention to a broad spectrum of emerging issues that affect member authorities. This year saw the publication of a position statement in support of the Elliott Review, and in particular to highlight the need for a change in regulatory approach and highlighting the need to protect resources, to have any chance of dealing with food crime in the future and Alehm has supported London Borough of Hackney in establishing a London wide food fraud group.

For 2015 we will review membership services and look for new funding streams and opportunities to further support the work of London wide services, particularly around commissioning public health funding. 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.

Subscription payments are the main source of income and Alehm membership remains stable, despite the changing face of local authority services in London, and the Trustees agreed to maintain the current membership arrangements, but will continue to review the situation, as organisational changes across the region take effect. As grant work increases and our Trustees are now leading some of the Alehm project work, we have introduced a formal policy on payments and claiming of expenses. This will be presented to members for approval at the AGM in 2015.

Alehm's partnership working remains important to promote the role of environmental health across London and also to deliver shared objectives more effectively. Regular meetings are held with LoTSA representatives, the National Trading Standards Board, Public Health England, the GLA and other parties involved in London wide initiatives.

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 Booker stood down earlier in the year and had taken a lead role in our links with trading standards colleagues. Esther Hughes has now taken up this role. We also had two newly elected Trustees at the AGM in January 2014, Jonathan Averbs, and William Adolph have both been active members through the year. 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 business 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 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 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, 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 2015 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 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 a 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 charitable activities carried out between January and December 2014.

During the coming year we will continue to review future membership, identifying potential new and organisations with similar ethos and ideology to support activities and extend influence. We will review whether widening membership would benefit Alehm's charitable aims and objectives whilst continuing to provide valued services for our existing members.

## **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 and feed safety and standards; pest control; private sector housing and health; licensing; air quality and pollution control, including noise; emergency planning. Over 6 million people and 250,000 businesses are recipients of these activities.

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

The Association provides a policy and strategy forum to support and develop environmental health services in London; 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 (GLA) and Public Health England (PHE). 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); Department for the Environment, Food and Rural Affairs (Defra) 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, health and safety and housing. 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. In addition other technical groups led by local authorities across London, regularly report on their activities through Alehm. This includes the London Air Quality Network, (LAQN) the London Authorities Noise Action Forum (LANAF), the London Pest Liaison Groups, the Special Treatment group and the London Licensing Managers Forum (LLMF). Over the coming year, Alehm will work to ensure that the aims and objectives of Alehm 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. Alehm will also fund student projects to be undertaken on behalf of technical groups.

Alehm acts in a regional capacity to support a range of projects and activities that fall within Alehm's aims, either on behalf of local authorities, or to provide the central coordination and administrative support role. The Healthier Catering Commitment, the London Food Fraud Group and the regional coordination of animal feed enforcement activity are current examples of this 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 2014 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.

We have continued to liaise closely with the London Trading Standards Association (LoTSA), with monthly reviews and discussions between the coordinators of both organisations. Animal feed continues to be an area of interest to both groups, with Alehm leading the regional coordination of feed work across London, with LoTSA maintaining an interest with technical support and continuing involvement in animal health controls in London's farms. Shisha and tobacco control along with legal requirements on letting agents and the London rental standard, legal high shops and food fraud are areas of joint interest and coordinated activity. LoTSA are developing an interactive web site, which Alehm will continue to keep under review over the next 12 months, to assess its value, particularly to assess the potential to provide additional technical group support.

Alehm continues to work with the course leaders at Middlesex University to provide a range of student training opportunities. Alehm has met with the students to identify specific training needs to meet the practical training requirements of the courses, as well as to ensure the training is suited to the recruitment needs of local authorities and has offered 9 students during the year placement and project opportunities.

The National Trading Standards Board (NTSB) has been tasked with coordinating the national grant funded animal feed work on behalf of the FSA. Alehm was awarded two grants during 2014 for the inspection and sampling in animal feed establishments and the sampling of animal feed products imported through the London Port Health Authority as well as a pilot project to examine sale or return schemes commonly offered to smaller retailers to obtain a better understanding of what happens to surplus food.

Alehm continues to maintain its working links with the government departments charged with the lead role in the technical areas of environmental health and liaise with representatives from the FSA, HSE, Defra, DCLG, BRDO, GLA and PHE to keep members up to date with the changing political landscape, and to reflect the local authority and professional position. In particular in 2014, working with the London Borough of Hackney and the FSA, a London wide food fraud group has been established to coordinate activity to reduce food fraud in London.

Alehm is continuing to develop its links with the private sector and this year Alehm has worked with Harrods and Sainsbury's to provide student training opportunities.

There remains a problem with a lack of effective sewer baiting across London. Despite a number of meetings where a number of changes were to be introduced, local authorities continue to report that Thames Water Utilities (TWU) have not yet achieved any significant improvement to sewer baiting arrangements and proposed changes by TWU to introduce better arrangements, has not yet been seen on the ground. Alehm will work with the National Pest Association Panel (NPAP) to kick start the liaison arrangements on behalf of the pest control liaison groups to update the working protocol and ensure a lasting improvement in sewer baiting arrangements.

Partnership working with the Greater London Authority and the Mayor of London's team continues across a range of technical areas. There has been financial support for the Healthier Catering Commitment, (HCC) with the Mayor's Office providing funding for the support materials and interest from PHE and DoH. 19 London authorities are currently participating in the scheme. Grant funding 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 and a toolkit was published in December. The scheme continues to expand and is currently focusing on working with national companies to promote appropriate

products, such as 'healthier' frozen chips. The criteria are currently being reviewed to ensure the scheme takes account of developments in nutritional knowledge.

The London Food Coordinating Group (LFCG) is working with the GLA and Sustain to support the campaign to reduce food waste. As well as piloting the sale and return project, the LFCG is providing advice and guidance on how businesses can meet statutory compliance and still make better use of their surplus food. Sustain also worked with Alehm, using the list of business contact details from the 2013 animal feed scoping project to contact food businesses to offer support on food waste disposal.

Alehm works closely with the CIEH. The education team of the CIEH assist the Alehm student training consortium, by ensuring Alehm's training placements and projects meet the practical training standards of the CIEH. The Alehm Coordinator is a member of the CIEH London Region Management Board which helps coordinate training opportunities for students and professionals across London. The London Region of the CIEH is a member organisation supported by funding from the CIEH.

## **Policy and Strategy**

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

A programme of 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 Alehm provides comprehensive updates on topic areas to help inform local operational and strategic decisions.

The AGM in January focused on competency requirements being introduced for local authority services and also focused on providing suitable practical training for student EHPs, with examples of how students can support the local authorities to achieve their work programmes. This has led to a pilot scheme of local authority short term placements across London.

The March meeting was around the theme of wildlife crime. It covered the range of legislation covered by the police, much of which impacts on the work of environmental health and gave a series of case studies and examples of cases dealt with in recent years. The meeting covered waste food disposal and gave a persuasive argument to ensure that environmental health inspection and enforcement activity considers food waste as a priority, and subsequently Alehm has taken a lead role for London to encourage enforcement officers to assist in supporting businesses to minimise their food waste. The NTSB also provided an update on the future regional nature of animal feed funding and Hackney gave an update on their funded project looking at illegal food entering the food chain. Subsequent to this, a food fraud group has been established to learn from the Hackney project and extend knowledge across London.

In May a food focused meeting was held, with an update on the soon to be published Elliott Review on food fraud. It identified a number of improvements, specifically around better coordination and use of intelligence, to help identify issues for enforcement. This led to the publication of the Alehm position statement on the need to secure adequate resources within all enforcement and coordinating bodies or food fraud will remain a major risk area. The meeting also included updates from the FSA, PHE and CIEH on current activity and future plans.

The July meeting focused on housing issues. The meeting heard about the Mayor's vision for the private rented sector, the standard currently being applied for temporary accommodation and the development of the landlord accreditation scheme which aims to provide better protection for tenants. Housing is increasingly being seen as a major contributor to public health outcomes, with NICE issuing guidance on Excess Winter Deaths which can be applied by field officers. The Department of Health described the funding and support available to assist people in need, including the future funding of disabled facilities grants, and funding and care arrangements, particularly for the elderly.

In September, a health and safety themed meeting included a policy overview from the HSE on health and safety priorities along with an update from the Local Authority Unit (LAU) on how local authority responsibility, as well as a practical session on the implementation of the Healthy Workplace Charter in the City of London. This session finished with a look at how the HSE are currently meeting local authority needs and what can be improved in future.

Finally in November there was a very informative session on future service delivery models, including development of the shared services between Merton and Richmond, an update on the shared services at Hammersmith and Fulham and Kensington and Chelsea and an inspirational presentation from a staff led mutual for youth services.



The publication of the Elliott report on the investigation into food fraud, following the horsemeat scandal identified a series of improvements to investigation and enforcement practices, at a time when local authority resources are being reduced. Alehm is concerned that the public will remain at risk from food crime unless that recommendations from the Elliott Report are full implemented and it has sent a position statement to relevant FSA and ministerial contacts highlighting our concerns. Alehm has been working with the Consumers Association to provide support within local authorities to maintain resources at a sustainable level.

## **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, (LFCG) 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. The support is now offered more widely across the range of London's technical groups and negotiations are underway to identify suitable web site facilities to improve efficiency and communication arrangements for all groups.

**The London Food Coordinating Group** 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 a regional sampling programme, which has identified a problem with accurate labelling of meat products, the regional coordination of animal feed work, supporting Sustain and the reduction of food waste, liaison looking at competency and consistency across London enforcement authorities and the coordination of a grant funded project on behalf of the FSA to improve the rates of display of the FHRS stickers in compliant food businesses. Membership of the national Food Focus Group has ensured that London is able to steer national policy and highlight operational issues requiring policy decisions. A regional food fraud group has been established to coordinate emerging fraudulent activity and food crime in London. The main issues of concern are a lack of clear policy direction from the FSA in relation to the practical application of activities with significant public health risk. Examples include enforcement of the Food Information Regulations and the enforcement action to be taken to apply E. coli guidance.

In the coming year the group will review its current sector group operation and to focus on control of food fraud. Alehm published a position statement following publication report of the Elliott Review, expressing concern about the reduction in resources at local authority and central government level which will impact on the ability to protect the public from food crime.

**The Health and Safety Liaison Group** started in January with a work planning meeting where all the London boroughs coordinated their work plans to meet the National Guidance in relation local and national priorities. The group is exploring how to shape 'London based' local priorities. The group has developed London guidance on completing the LAE1 returns as members have found that the current guidance does not accurately record that interventions have been targeted to high risk premises. A number of peer/advisory meetings were held which aim to improve the consistency of the returns from London Boroughs.

The liaison group continues to support strategic work at high level by feeding into the HSE/LA partnership and strategy group, ALEHM and HELA Policy Forum as well as being represented at the Annual National Meeting of County and Liaison Groups and acts in a coordinating and communication role between the 4 sector groups and the national bodies.

The aims for 2015 are to look at sharing expertise on inspections within particular sectors identified in the National Code's list of 10 priority activities where enforcers are permitted to visit. ( Violence at work and independent tyre and exhaust fitting premises.)

**The Public Health Group** ran a training day in April, showcasing a wide range of public health projects being delivered by regulatory services teams, using public health funding. It covered all aspects of environmental health and trading standards activity. It was part funded by the London Region of PHE which is focusing on the

increasing popularity of shisha tobacco across the capital. There were 70 attendees across most of the London authorities and public health teams, and a future event updating on progress will be held in 2015.

Alehm continues to support the work of other technical groups including promoting their activity to service heads and other partnership bodies, to ensure a wider application and understanding of their work and scope of activity and encourage local authority support for the future.

**The London Licensing Managers Forum:** This group does not have an annual work plan but the aim of the group is to provide information, benchmarking and networking for licensing managers across London. During 2014, the group has had presentations from the Home Office, the Metropolitan Police, BIS and the LGA.

**The London Pest Liaison Groups:** The groups meet primarily to liaise between Thames Water Utilities and the local authorities to achieve effective pest control across London. Problems with these liaison arrangements remain and Alehm will aim to coordinate activity with TWU through 2015.

**The London Air Quality Network:** The group has undertaken reviews of Local Air Quality Management, the Ultra Low Emission Zone, has developed supplementary planning guidance for construction and demolition sites and air quality neutral development guidance for London.

**The London housing groups** have had a busy year, with greater focus on public health activity.

**LANAF:** The group have developed and are consulting on a guidance document on noise controls at construction and demolition sites.

The group's main priorities for 2015 are to work towards limit values for nitrogen dioxide and to develop a suitable Local Air Quality Management system for London:

Alehm's web site has been down for some time and other options are being evaluated. A report is expected in early 2015.

Alehm undertook a membership survey in 2014 to establish the position of environmental health services in London and to identify priorities for membership services. The findings have been used to create the 2015 business plan and will ensure a greater range of training is provided for members.

### **Learning – student consortia and continuing professional development**

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

Alehm has reviewed its support for student practical training in 2014. The consortium is no longer viable in its current format and in 2014, following discussions with Middlesex University, the CIEH and a workshop with London authorities at a members meeting, Alehm has piloted an alternative training programme.

Alehm appointed a 3 month placement for a student at Harrods and Ben Handsford was appointed. Alehm has worked with Sainsbury's to look at BRDO funding for a joint student placement. On this occasion we were not successful, and are currently looking for other sponsorship opportunities with Sainsbury's environmental health team.

Alehm appointed 3 students to undertake a range of placements across London. Izabela Pitera, Richard Umelo and Lesroy Lake were appointed and are currently undertaking a range of placements across London. In November, 4 further students were appointed to participate in the FHRS project and will be offered placement and project opportunities in 2015. An evaluation of the new training programme will be made in early 2015, to ensure we are providing suitable training for both students and the training meets local authority recruitment requirements for their future service delivery.

Alehm also supported the appointment of 3 students at Wandsworth and is managing bursary payments, on Wandsworth's behalf.

Alehm held 6 members meetings and 1 full day's work shop, offering a total of over 30 hours of CPD training opportunity for EHPs working within London local authorities, as well as opportunities for members within the technical work groups.

### **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 circulated to all members and (when a new site is established) placed on the website, 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.

David Booker resigned this year and Esther Hughes was elected to take the trading standards liaison role on the Alehm Board of Trustees. Several members have expressed an interest in becoming a Trustee and these officers will be approached when vacancies next arise. Gavin Douglas and Tay Potier have been elected as Trustees for 3 years and are due to stand down in January 2015. Both will stand for re-election at the AGM

## **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 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 November 2014 Trustee meeting agreed to maintain fees at current levels £1050 per year or £2600 for 3 years. Local authorities will again be offered the chance to pay a discounted 3 year membership fee. The financial performance of the Charity will continue to be closely monitored and reported to the Executive on a regular basis during the year. In 2014 the Board approached a VAT and tax adviser to obtain guidance on tax liability and for advice on whether it would be beneficial to register the company for VAT. At present the work is probably VAT exempt, although there is some question about the grant funded work, and Alehm will continue to liaise with funding bodies to confirm tax liabilities in future.

The Executive agreed to appoint an external auditor every 3 years, rather than have a full external examination each year, to reduce administrative costs. This is because the charity is supported by the auditor of the CIEH and uses the financial practices of the CIEH which are annually audited. The finances are closely examined by the company secretary and there is a monthly review by all the Trustees, and the Board agreed that further scrutiny is unnecessary. However the appointment of a treasurer who will provide some additional routine review and assist the secretary, is considered prudent and Alehm will approach the members to appoint a suitable treasurer this year who will act in the capacity of independent examiner.

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 charity has taken measures to minimise the risk of the Charity not receiving a clear financial report. The Secretary and the Executive, with support from the CIEH finance team, make every effort to ensure the Charity complies with all the statutory requirements. 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 there is a robust review of activities every year and to support the publication of accurate reports and comments on the ongoing activities. This is the second year of trading where auditors have not been appointed as external examiners. (Minuted at AGM on 21<sup>st</sup> January 2014: The trustees propose not having the accounts audited this year as this is not required. This proposal was agreed and audit every 3-5 years was suggested.) Risks will be minimised as an audit of the accounts will be carried out every 3 years. Although the company accounts are accrual accounts, the financial activity of Alehm is relatively straight forward and financial records are kept in accordance with Charity Commission requirements and administered by the finance team of an audited independent body (CIEH), with close scrutiny by elected Trustees.

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. As Alehm has started to take on a wide range of grant funded activity and project work, some Trustees are taking on a much wider role. To manage some of the project work, Trustees are now taking on a paid role within Alehm, either as cover for the secretary/coordinator, or as lead officer for an externally funded project. In 2014, a policy for payment of Trustees was agreed by the Executive and will be put to the AGM in January 2015.

Also as the role of Alehm has taken on increasing complexity in recent years, the Board agreed to obtain suitable insurance to protect the Trustees from litigation. A number of quotes have been received and a decision on appointment will be made early in 2015.

## **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 Trustees depend on the work of the CIEH finance team who administer the run the accounts on behalf of Alehm. This team are independently audited each year and follow statutory accounting methods. The aim of the Trustees is to maintain 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 sent 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. The Company is required to keep reserves at least 1 year's income. The reserves currently stand at between 2 and 3 years subscription income (the income which is used for all the administration work of the Charity). This has been a deliberate policy of the Board, as much of the grant funded work requires expenditure to be made in advance of payment. Grants in excess of £100,000 are routinely made, and it is therefore essential that Alehm should keep around £100,000 in reserve to support this important charitable work.

## **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 2014 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 Charities Articles of Association requires the Organisation to maintain a financial reserve of the equivalent of one year of income, currently set at £100,000. The Board require the charity to maintain around 2-3 times the annual subscription income which will enable Alehm to continue to support its grant funded projects.

#### **Plans for future period**

It is anticipated that during 2015 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 was increased in 2014 but the Board has recommended that there is no increase to the subscription for 2015. Members will continue to be offered the opportunity to subscribe for 3 years and take advantage of a discount. 17 local authorities are currently using the discounted option and the subscription money is 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 specific projects on animal feed and FHRS display. Income for the student consortium is now minimal and relates to small bursaries for specific student projects, but 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 covered the financial support plus VAT this year at a cost of £6800 plus VAT. Alehm was awarded £135,000 grant funding by the NTSB this year for delivery of a regional animal feed project which is paid quarterly in arrears, £12,000 for the examination of sale and return schemes, paid on completion and £11,000 to encourage food businesses to display their FHRS stickers also paid on completion. The final quarter of the feed grant and both the sale or return and FHRS grants will be paid in 2015.

#### **Independent examiners**

It will be proposed at the next Annual General Meeting that Alehm appoint a treasurer and appoint an independent examiner to review the 2014 accounts. A full audit will be undertaken at the end of 2015

**By Order of the Board**



**Steve Miller, Chair**  
**Date: 24/1/2015**



# Independent Examiner's Report on the Accounts

Section A		Independent Examiner's Report	
Report to the trustees/members of	Charity Name LONDON ENVIRONMENTAL HEALTH PRACTITIONERS		
On accounts for the year ended	2014	Charity no (if any)	1122440
Set out on pages	16-21 (remember to include the page numbers of additional sheets)		
<b>Respective responsibilities of trustees and examiner</b>	The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to: <ul style="list-style-type: none"> <li>examine the accounts under section 145 of the Charities Act,</li> <li>to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and</li> <li>to state whether particular matters have come to my attention.</li> </ul>		
<b>Basis of independent examiner's statement</b>	My examination was carried out in accordance with 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 the 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.		
<b>Independent examiner's statement</b>	In connection with my examination, no matter has come to my attention (other than that disclosed below): <ol style="list-style-type: none"> <li>which gives me reasonable cause to believe that in, any material respect, the requirements:               <ul style="list-style-type: none"> <li>to keep accounting records in accordance with section 130 of the Charities Act;</li> <li>to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or</li> </ul> </li> <li>to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.</li> </ol> <p>* Please delete the words in the brackets if they do not apply.</p>		
Signed		Date	28/9/15
Name	HASHITH SHAH		
Relevant professional qualification(s) or body (if any)	N/A		
Address	90 MAIDSTONE ROAD LONDON N11 2JR		

## London Environmental Health Practitioners

### Statement of Financial Activities (incorporating an income and expenditure account)

Year ended 31 December 2014

	Note	Unrestricted Funds £	Restricted Funds £	2014 £	2013 £
<b>Incoming Resources</b>					
From charitable activities					
Subscriptions	2	84,674	-	84,674	54,940
Grants and contracts	2	-	98,000	98,000	260,158
		<u>84,674</u>	<u>98,000</u>	<u>182,674</u>	<u>315,098</u>
<b>Resources Expended</b>					
From charitable activities					
Expenses	2	35,694	-	35,694	32,608
Grant and contract expenses	2	-	51,856	51,856	260,158
Bursary	2	26,494	-	26,494	11,550
Governance Costs		<u>150</u>	<u>-</u>	<u>150</u>	<u>2,246</u>
<b>Total resources expended</b>		<u>62,338</u>	<u>51,856</u>	<u>114,194</u>	<u>306,562</u>
<b>Net incoming resources for the year</b>		<b>22,336</b>	<b>46,144</b>	<b>68,480</b>	<b>8,536</b>
Funds and reserves brought forward at 1 January 2014		<u>151,820</u>	<u>-</u>	<u>151,820</u>	<u>134,491</u>
<b>Funds and reserves carried forward at 31 December 2014</b>		<u><b>174,156</b></u>	<u><b>46,144</b></u>	<u><b>220,300</b></u>	<u><b>143,027</b></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 22 form an integral part of these financial statements.



## London Environmental Health Practitioners

### Balance Sheet as at 31 December 2014

Company Number 6316667

	Note	2014 £	2013 £
<b>Current Assets</b>			
Debtors	5	23,870	2,692
Cash at bank and in hand		<u>234,219</u>	<u>175,974</u>
		<b>258,089</b>	178,666
<b>Creditors:</b> amounts falling due within one year			
	6	<u>(37,789)</u>	<u>(26,846)</u>
<b>Total net assets</b>		<u><b>220,300</b></u>	<u>151,820</u>
<b>Funds and Reserves</b>			
<i>Restricted Funds</i>			
Animal Feed	2	46,144	-
<i>Unrestricted Funds</i>			
Student consortia	2	104,081	86,973
HPA EH Professional	2	6,537	6,537
Support services	2	13,990	9,680
Scores on the doors	2	-	427
Projects	2	61	-
General funds	2	<u>49,487</u>	<u>48,203</u>
<b>Total funds</b>		<u><b>220,300</b></u>	<u>151,820</u>

For the year ending 31 December 2014 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**

The notes on pages 16 to 22 form an integral part of these financial statements.

## London Environmental Health Practitioners

### Notes to the Financial Statements

(Year ended 31 December 2014)

#### 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 2014 - continued

### 2 Charitable Activities

2014	Student Consortia	HPA EH Prof	Unrestricted			General Funds	Total Unrestricted Funds	Restricted Animal Feed	Total Funds
			Support Services	Projects	Scores on the doors				
Page reference	8		8				6		
	£	£	£	£	£	£	£	£	
<b>Income from charitable activities</b>									
Subscriptions	48,300	-	5,900	1,035	-	29,439	84,674	-	84,674
Grants	-	-	-	-	-	-	-	98,000	98,000
Total income	<u>48,300</u>	-	<u>5,900</u>	<u>1,035</u>	-	<u>29,439</u>	<u>84,674</u>	<u>98,000</u>	<u>182,674</u>
<b>Charitable resources expended</b>									
Expenses	4,698	-	1,590	974	-	28,432	35,694	-	35,694
Grant expenses	-	-	-	-	-	-	-	51,856	51,856
Bursaries	26,494	-	-	-	-	-	26,494	-	26,494
Fund closure transfer	-	-	-	-	427	(427)	-	-	-
Governance costs	-	-	-	-	-	150	150	-	150
Total expended	<u>31,192</u>	-	<u>1,590</u>	<u>974</u>	<u>427</u>	<u>28,155</u>	<u>62,338</u>	<u>51,856</u>	<u>114,194</u>
<b>Movement in the year</b>	<b><u>17,108</u></b>	<b>-</b>	<b><u>4,310</u></b>	<b><u>61</u></b>	<b><u>(427)</u></b>	<b><u>1,284</u></b>	<b><u>22,336</u></b>	<b>46,144</b>	<b><u>68,480</u></b>
Funds 1 January 2014	<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>
<b>Funds 31 December 2014</b>	<b><u>104,081</u></b>	<b><u>6,537</u></b>	<b><u>13,990</u></b>	<b><u>61</u></b>	<b><u>-</u></b>	<b><u>49,487</u></b>	<b><u>174,156</u></b>	<b><u>46,144</u></b>	<b><u>220,300</u></b>

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 and Animal Feed grants.

## London Environmental Health Practitioners

### Notes to the Financial Statements for the year ended 31 December 2014 - continued

#### 2 Charitable Activities

2013	Student	Unrestricted		Scores on the doors	General Funds	Total	Restricted	Total Funds
	Consortia	HPA EH Prof	Support Services			Unrestricted Funds	FHRS	
	£	£	£	£	£	£	£	£
Income from charitable activities								
Subscriptions	25,000	-	7,000	-	27,940	59,940	-	59,940
Grants	-	-	-	-	1,980	1,981	5,478	7,458
Total income	<u>25,000</u>	<u>-</u>	<u>7,000</u>	<u>-</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>-</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>-</u>	<u>830</u>	<u>(5,413)</u>	<u>3,855</u>	<u>8,793</u>	<u>-</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>	<b><u>143,027</u></b>	<u>-</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>-</u>	<u>151,820</u>

## London Environmental Health Practitioners

### Notes to the Financial Statements for the year ended 31 December 2014 - continued

#### 3 Net incoming / (outgoing) resources for the year

Net incoming resources are stated after charging:

<b>2014</b>	2013
<b>£</b>	£

#### Independent examiner's fee

<u><u>-</u></u>	<u><u>2,280</u></u>
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#### 4 Employee Costs

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

#### 5 Debtors

<b>2014</b>	2013
<b>£</b>	£

Chartered Institute of Environmental Health	<b>23,862</b>	3,036
Trade debtors	<u><b>8</b></u>	<u>2,692</u>

<u><b>23,870</b></u>	<u>2,692</u>
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#### 6 Creditors

<b>2014</b>	2013
<b>£</b>	£

#### Amounts falling due within one year

Chartered Institute of Environmental Health	-	3,036
Accruals and deferred income	<b>37,789</b>	<u>23,810</u>

<u><b>37,789</b></u>	<u>26,846</u>
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#### 7 Capital Commitments

At 31 December 2014 the company had no capital commitments.

#### 8 Related Party Transactions

One trustee, Tay Potier through her company Lime Consultancy Limited, received payments of £11,488 in 2014 (£3,867 in 2013) for work on behalf of Alehm. There were no other disclosable trustees' interests for the year ended 31 December 2014.

#### 8 Controlling Party

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

## **Glossary**

**Alehm: Association of London Environmental Health Managers**

**BIS: Department for Business Innovation and Skills**

**BRDO: Better Regulations Delivery Office**

**CIEH: Chartered Institute of Environmental Health**

**DCLG: Department of Communities and Local Government**

**Defra: Department of the Environment, Fisheries and Rural Affairs**

**DoH: Department of Health**

**FHRS: Food Hygiene Rating Scheme, a scheme run by the FSA publishing food hygiene scores of food businesses.**

**FSA: Food Standards Agency**

**GLA: Greater London Authority**

**HSE: Health and Safety Executive**

**LAQN: London Air Quality Network**

**LLMF: London Licensing Managers Forum**

**LANAF: London Authorities Noise Action Forum**

**LFCG: London Food Coordinating Group**

**LEHP: London Environmental Health Practitioners**

**LAU: HSE Local Authority Unit**

**LGA: Local Government Association**

**LoTSA: London Trading Standards Association**

**NPAP: National Pest Advisory Panel**

**NTSB: National Trading Standards Board**

**PHE: Public Health England**

**TWU: Thames Water Utilities**