



**Association of London Environmental Health Managers
Annual General Meeting
AGENDA
19th November 2019: 12.30pm to 1.30pm
City of London Offices**

AGM 1	Apologies:
AGM 2	Chairman's report
AGM 3	Confirmation of officials and election/re-election of trustees Appointment of special advisors
AGM 4	Confirmation of appointment of Auditors and Accountants
AGM 5	Agree level of subscription in 2020/21
AGM 6	Agree annual report and statutory accounts for 2018/19
AGM 7	Agree work programme for 2020/21
AGM 8	AOB

**Association of London Environmental Health Managers
Annual General Meeting
Minutes
18th September 2018
City of London Offices**

AGM 1	Apologies:
AGM 2	<p>Chairman's report Summary of activity and achievements in 17/18 and plans for 2018/19 Steve Miller, Chairman of Alehm</p> <p>I have had the privilege of being the Chair Alehm since its inauguration, overseeing its transfer to a registered charity in 2008. Alehm's Board of Trustees scrutinise all activities to ensure Alehm operates within the Charity's formal Articles of Association. The work and priorities of Alehm are evolving in response to the changing local authority environment and I am proud of the work we have achieved and the assistance we provide to environmental health services in the 33 London Boroughs.</p> <p>During 2016 and 2017 Alehm has worked with boroughs to provide a range of training courses to help counteract the loss of competency in health and safety across London. Alehm's officers have continued to deliver regional feed services for London and helped coordinate 2 cross-borough investigations of food fraud and rogue landlords. We have continued to highlight issues of significance to London, including the impact of shrinking resources and coordinated a London wide response to the consultation on the food Code of Practice.</p> <p>Last year particular focus was given to the expansion of training opportunities for London's environmental health professionals and trainees. The team work closely with the CIEH, Middlesex University and local authorities to support the next generation of professional staff and are working with employers and professional bodies to help steer the development of apprenticeships within environmental health services.</p> <p>All London local authorities remain Alehm members and as a result, Alehm provides a representative voice for London. Alehm raises the profile of a broad spectrum of emerging issues that affect member authorities. We aim to provide strategic information to members to allow them to react quickly and effectively to the changing environment. Over the previous 12 months, Alehm has:</p> <ul style="list-style-type: none"> • Launched a new web site to support members and promote Alehm's activity. • Run a series of training courses for the health and safety enforcement community, to maintain competency of officers involved in criminal investigations and to support officers dealing with bereaved families during investigations. • Facilitated a cross-borough project to investigate the emerging shared housing business model adopted by some landlords to house vulnerable tenants in unsafe and unsuitable conditions, while accessing maximum levels of housing benefit payments. • Facilitated an investigation into the distribution of illegally slaughtered meat across London, working jointly with the newly created Food Crime Unit and the Welsh Food Fraud Coordination Unit. • Successfully delivered the regional feed inspection service for London, exceeding all targets, and establishing a sustainable regional feed lead service to support the boroughs into the future. • Delivered a series of London wide projects, providing experience and work opportunities for its environmental health trainees. 4 of its students have now been employed by London local authorities <p>Alehm has offered a range of information and support to assist local authorities to keep up to date through its regular member meetings and provides a range of CPD opportunities to its members. Last year we offered 36 hours of CPD training and awarded 713 hours of cpd for its membership meetings and 600 hours for its internal training courses.</p> <p>Public sector resources will continue to be under pressure for the foreseeable future and Alehm will examine local authority needs and ensure the services provided match the needs</p>

and priorities members. Alehm will offer a support network for member authorities by gathering data on current conditions and emerging problems, raising issues where services are likely to be affected and disseminating information where new initiatives have proved successful. As resources allocated to local government continue to be targeted for further savings, Alehm will take its lead from member authorities and identify emerging risks and raise awareness of issues to protect the public from harm and reduce the impact of health inequalities.

Alehm's membership remains stable and with the ongoing external funding from coordinated projects, Alehm has enabled local authorities to participate in a range of activities with minimal impact on their services. Examples include:

- The FSA funded regional animal feed inspection programme, coordinated by NTS.
- The FSA funded regional sampling project, in partnership with London Borough of Greenwich.

Responses from the members' survey in 2016 indicated that members approve of Alehm's role and programme of activities. Key priorities identified by members were:

- to provide a voice for environmental health in London;
- to improve borough wide communication and partnership;
- to provide regional services to support local activity;
- to keep boroughs up to date with strategic developments.

Our achievements 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. I thank them both for their dedication and hard work. They have all 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 and ongoing activities.

I also thank all the staff at the Chartered Institute who have supported our activities during the year.

My thanks to Kath Lewis, who has managed our student network and undertakes an administrative support role for Alehm.

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, Port Health & Public Protection Director, who continues his support for Alehm, as a Trustee, and also 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 and technical 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 Vicki Gracie-Langrick from NTS who has supported us in managing the animal feed work, Susan Holmes, for her work at London Trading Standards and I wish her well as she steps down from her coordination role. I would like to thank Pauline Kirby, Andrew Bradley, Tony Bride, Toby Thorp and Andrew Willis, for their help in developing the health and safety training programme and also Richard Boland from HSE who offered his time and expertise to support the London training programme.

I also give my thanks to Tay Potier and Janine Avery who coordinate the various activities and projects undertaken by Alehm, on behalf of the Board.

I feel that it is an honour to be involved with Alehm; I believe that through our joint action we will continue to make a positive contribution on behalf of our members to help safeguard the role of environmental health in London. I look forward to continuing to work with you all in the years to come as we adapt and evolve Alehm's core activity to meet members' needs.

AGM 3

Confirmation of officials and election/re-election of trustees

	<p>Current Alehm officials Steve Miller Chairman Graham Jukes Elected Trustee Paul Morse Elected Trustee Tay Potier Elected Trustee and Alehm project coordinator Gavin Douglas Elected Trustee: Jon Averbs Elected Trustee: Rick Mason Elected Trustee: William Adolph Elected Trustee: For re-election Janine Avery Secretary Kath Lewis Student coordinator and administrative support officer Rick Mason is standing for election as a replacement trustee, proposed by Steve Miller and seconded by Tay Potier.</p> <p>Decision: Members supported the election of Rick Mason to the post of trustee and re-elected Gavin Douglas and Jon Averbs.</p> <p>Note special advisors and chairs of technical groups Chair and vice chair of London Food Coordinating Group: Peter Scott from Havering and Peter Brett from the City of London, with Peter Brett taking on the role of chair in 2018. Chairs of Health and safety liaison Group: Andrew Bradley (Merton) and Tony Bride (City of London): Both officers are preparing to stand down and are looking for volunteers to replace them over the coming months. Special Treatment group, rolling chairs: Lucy Urguhart (Greenwich), Lawrence Kamm, (Barking and Dagenham), Susanna Sinclair (Ealing) and Victor Ktorakis (Enfield). Healthier Catering Commitment Group chair Clea Harris (Greenwich) Alehm's Housing group liaison officer: Nick Gracie Langrick</p> <p>Agreed to circulate a list of Alehm contacts and officials with minutes.</p>
	<p>Appointment of Auditors Current Auditors are Hays Macintyre. They have completed an independent examination of the Alehm accounts at a cost of £1500. They cost about 50% of the original auditors so Alehm intends to continue to use them in future. Decision: Members agreed to appoint Hays Macintyre to carry out an independent examination for 2017/18.</p>
AGM 5	<p>Annual Report Final copy of the report is on the web site and is awaiting final clearance by the auditors. Decision: The members agreed the annual report 2016/17</p>
AGM 5	<p>Secretary's report Subscriptions have remained at £1250 annual or £3200 for 3 year's subscription for 3 years. Over the coming year Alehm will be looking at what services would be of most value to local authorities. Budget reserves accounts show £191,000 but we hold money for boroughs and 3 years subs, and grant funding form Q4 not added in, so actual reserves balances at around £180,000. Reserves policy is to hold around £150,000 to enable us to undertake project work which is paid in arrears. However some additional funding this years has been allocated to technical group support, training courses and student support. Alehm is looking to manage its own finances in future, so that invoices will come directly from Alehm from April next year and payments will be made directly by Alehm. This may require boroughs to set Alehm up as an approved supplier.</p> <p>Decision: Members agreed to the separation of finances and accounts from the CIEH.</p> <p>The secretary gave information about the plan to appoint an officer to act as liaison officer and student mentor on 1 day a week 12 month contract. Information will be circulated and will be available on web site.</p>
AGM 6	<p>AOB: No other matters were raised and Steve Miller closed the meeting</p>